


Risk Assessment – Dane Royd School		Risk Assessment in respect of September 2021 new school year. Post Step 4			
Risk Assessment for	COVID-19 Secure - Schools	Ref no	22/7/21	Date completed	22/7/21
Occupation/activity/task	School opening September 2021	Location	Stoney Lane Hall Green WF4 3LZ	Review date	1/10/21
Assessor name(s) Clare Kelly Headteacher					

## SECTION 1

### 1.1 Risk Matrix

		Severity				
		1	2	3	4	5
Likelihood	Very low Insignificant injury		Low Minor injury Verbal abuse	Moderate Threatening behaviour Serious injury	Severe Physical abuse Multiple injuries Serious injury requiring hospital treatment	Very severe Extensive multiple injuries requiring hospital treatment Life changing injuries Fatality
	1 Extremely unlikely	1	2	3	4	5
	2 Remote possibility	2	4	6	8	10
	3 Possible occurrence	3	6	9	12	15
	4 Will probably occur	4	8	12	16	20
	5 Almost certain	5	10	15	20	25

Use of the 5 x 5 risk matrix will provide an overall risk score of between 1 (very low) and 25 (very severe) which helps to determine the appropriate response based on the following:-

Risk score 1 - 3	Low risk
Risk score 4 - 9	Moderate risk
Risk score 10 - 16	High risk
Risk score 20 - 25	Very high risk

### 1.2 Persons/groups at risk

The following are individuals/groups of people who may be at risk from the schools undertakings. This list is not exhaustive:-

- Employees
- Work Experience
- Volunteers
- Apprentices
- Contractors/Sub Contractors
- Members of the public
- Young People
- Pupil(s)
- New or Expectant Mothers
- Service Users

## SECTION 2

<b>What are the hazards</b> <i>Identify hazards (relevant to occupation/ activity/task)</i>	<b>Those at risk</b>	<b>How they might be harmed?</b> <i>e.g. sprains, strains, lacerations etc.</i>	<b>What are you already doing/ your existing control measures</b> <i>List existing controls or note where information may be found e.g. standards, safe systems of work etc.</i>	<b>Risk Rating</b> <b>Severity x Likelihood</b> <i>Scores of 10 and above require further action. See section 3</i>
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This risk assessment has been developed using the Government guidance documents – [Guidance for full opening - schools](#) – Published 2<sup>nd</sup> July 2020 Updated 22<sup>nd</sup> October 2020, Updated 30<sup>th</sup> December 2020, 25<sup>th</sup> January 2021 , **Schools Operational Guidance- 19<sup>th</sup> July 2021 Updated 27<sup>th</sup> September 2021**  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

This risk assessment has used the Wakefield LA template as guidance. The content is specific to Dane Royd School.

1.	Building Management & Readiness	All employees Children	Acquire COVID-19 Viral infection. Refer to the national guidance for the case definition  <a href="https://www.gov.uk/government/publications/wuhan-novel-coronavirus-initial-investigation-of-possible-cases/investigation-and-initial-clinical-management-of-possible-cases-of-wuhan-novel-coronavirus-wn-cov-infection">https://www.gov.uk/government/publications/wuhan-novel-coronavirus-initial-investigation-of-possible-cases/investigation-and-initial-clinical-management-of-possible-cases-of-wuhan-novel-coronavirus-wn-cov-infection</a>	The school has been open throughout the pandemic, however following the 6 week holiday these controls will remain in place;  <u>Ongoing inspection of the site for:</u> <ul style="list-style-type: none"> <li>• Damage to the building and fixtures and fittings</li> <li>• Damage to grounds, playgrounds, outdoor play equipment, fencing, trees</li> <li>• Rodent activity and/or infestations – SLA in place</li> </ul> <u>Operational checks (to ensure good working order) to be carried out on scheduled basis:</u> Caretaker responsible for carrying out these checks: <ul style="list-style-type: none"> <li>• Fire alarms/smoke alarms/panic and accessible-toilet alarms</li> <li>• Fire door mechanisms</li> <li>• Emergency lighting</li> <li>• Gas supplies including kitchens</li> <li>• Kitchen equipment</li> <li>• Ventilation systems including LEV in kitchens and classrooms</li> <li>• Water systems including flushing through and disinfection in accordance with the legionella risk assessment and policy</li> <li>• Water systems to look for leaks and ensure there is provision of hot water</li> </ul>	9 Moderate risk
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				<ul style="list-style-type: none"> <li>• Windows, door and gates including electronic gates and doors</li> <li>• Equipment used on site e.g., floor cleaners, photocopiers, white boards (servicing should be in line with the manufacturer’s/providers requirements)</li> </ul> <p><u>Ensure Statutory Inspections are up to date for:</u></p> <ul style="list-style-type: none"> <li>• <b>Pressure systems</b> (if the scheduled inspections have not taken place in the last 12 months)</li> <li>• <b>LEV</b> (if scheduled inspections have not taken place in the last 12 months)</li> <li>• <b>Gas supplies</b> (if the scheduled inspections have not taken place in the last 12 months)</li> <li>• <b>Fixed wiring</b> (if the scheduled tests required by the regulations have not taken place)</li> <li>• <b>PAT</b> (if the scheduled tests required by the regulations have not taken place in line with your individual deadlines)</li> <li>• <b>Asbestos Management Plan</b> (if the plan has not been re-assessed in the last 12 months)</li> <li>• <b>Sports Equipment</b> (if the scheduled inspections have not taken place in the last 12 months)</li> <li>• <b>Fixed Outdoor Play Equipment</b> (if the scheduled inspections have not taken place in the last 12 months)</li> </ul> <p><u>Cleaning the premises</u></p> <ul style="list-style-type: none"> <li>• Deep Clean of school will take place in weeks 1,5 &amp; 6 of school holidays. This will include carpet cleaning and deep clean of hall.</li> <li>• School to liaise with cleaning provider to ensure that staff are trained to clean school according to government guidelines. Ensure use of cleaning materials follow protocols set, eg: separate cloths for each room. Correct use of cleaning products.</li> <li>• In September school will continue to employ additional cleaning at lunchtimes this includes cleaning of multi touch areas and the toilets.</li> </ul> <p><u>Supplies</u></p> <ul style="list-style-type: none"> <li>• Ensure you have adequate supplies of soap and hand towels/drying facilities in kitchens, toilets and at all sinks</li> </ul>	
2.	System of Controls			<b>System of controls</b>	9 Moderate risk

This is the set of actions schools must take and are outlined in more detail in the sections below.

- 1) Ensure good hygiene for everyone.
- 2) Maintain appropriate cleaning regimes.
- 3) Keep occupied spaces well ventilated.
- 4) Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

**1. Ensure good hygiene for everyone.**

• **Hand hygiene**

Frequent and thorough hand cleaning is now be regular practice. Children will continue to clean their hands regularly. This can be done with soap and water or hand sanitiser. Soap dispensers are in place in all classroom. Alternate sensitive hand wash is also provided. Sanitiser dispensers will continue to be in place for use by adults / visitors to school at main entrance, staff toilets and at the staff room.

• **Respiratory hygiene**

The 'catch it, bin it, kill it' approach continues to be very important. This sues will continue to be provided in school.

• **Use of personal protective equipment (PPE)**

Most staff in schools will not require PPE beyond what they would normally need for their work. Staff wishing to wear a face covering in shared spaces may do so.

**2.Maintain appropriate cleaning regimes.**

- enhanced cleaning in place at lunchtime, including cleaning frequently touched surfaces often, using specialist cleaning products.
- Cleaning of school on regular schedule will take place at the end of the school day.

**3.Keep occupied spaces well ventilated.**

When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

- Any room that is poorly ventilated to be identified and steps taken improve fresh air flow in these areas.
- SLT to consider ventilation of school hall for events such as Christmas plays and parent assemblies. Consider size of audience and doing more performances.
- Open external windows to improve natural ventilation.
- Open internal doors to assist with creating a throughput of air.
- Where necessary staff should open external opening doors where it is safe to do so. This can be done at break and lunchtimes to improve air flow.

**Staff will balance the need for increased ventilation while maintaining a comfortable temperature.**

**4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.**

- **When an individual develops COVID-19 symptoms or has a positive test**

Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). **If anyone in the school develops [COVID-19 symptoms](#), however mild, the office should be informed and they will be sent home and they should follow public health advice.**

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they will be moved to the entrance hall and if age appropriate they should be left on their own if possible and safe to do so.

The doors will be opened for fresh air ventilation.

Appropriate PPE should also be used if close contact is necessary.

The room should be cleaned after they have left.

The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

#### **Asymptomatic testing**

Testing remains important in reducing the risk of transmission of infection within schools.

Settings may commence testing from 3 working days before the start of term and can stagger return of pupils across the first week to manage this. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. The school has ordered sufficient lateral flow tests for this period. Staff will collect these test kits from 21/7/21 from school.

#### **Confirmatory PCR tests**

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They will also need to [get a free PCR test to check if they have COVID-19](#).

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can

			<p>return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</p>	
2.	Covid-19 – Response to any infection		<p><b>From 16 August, in line with fully vaccinated adults, under-18s identified as close contacts will not need to self-isolate and instead will be advised to take a PCR test.</b></p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a <a href="#">PCR test</a>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>Our school will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.</p> <p>We have a contingency plan in place that outlines what the school would do if children, pupils, students or staff test positive for COVID-</p>	9 Moderate risk





5.	Visitors / parents and pupils accessing the site dropping off / collecting pupils			<ul style="list-style-type: none"> <li>The dropping off and collection of pupils will resume at classroom doors. There is no longer a staggered start to the school day.</li> <li>To support flow of pedestrians the playground gates will continue to be opened at the start and end of the school day. Vehicles must not access the playground during these times.</li> <li>The school office entrance will be re-opened to visitors.</li> </ul>	9 Moderate risk
6.	Cloakroom Areas Circulatory Areas /			<ul style="list-style-type: none"> <li>Drop off and collection times to be arranged with parents/guardians through clear communications.</li> <li>Employees to manage the number of pupils accessing the cloakroom areas at the start, break times, lunchtimes and end of the School day.</li> <li>Hand sanitizer will remain in place at the main entrance, staff toilets and staff room</li> </ul>	9 Moderate risk
7.	Teaching & Learning in the Classroom environment-			<ul style="list-style-type: none"> <li>School will continue to provide individual stationary for each child stored in an individual pencil case. EYFS shared equipment is sanitized and used on rotation.</li> <li>Children should follow good hygiene routines.</li> <li>Ensure sufficient hand cleaning and sanitiser points are available for staff and pupils</li> <li>3 x additional outdoor handwashing facilities will continue to be available.</li> <li>Ensure hand towels, lidded bins and soap are available at all times.</li> <li>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – ensure availability of tissues and bins. Empty bins regularly in line with 'double bag' guidance for any rubbish that may have contaminated products</li> </ul>	9 Moderate risk
8.	Educational Visits			<p>School Visits can recommence. The school continues to buy into the LA insurance scheme for educational visits. All educational visits should be risk assessed and submitted via the Evolve system. The school will ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. <a href="#">General guidance</a> about educational visits is available and is supported by specialist advice from the <a href="#">Outdoor Education Advisory Panel (OEAP)</a>.</p> <p>International visits are able to be arranged from the autumn term.</p>	9 Moderate risk

				The school will follow the international travel list when taking account of planning international visits. The travel lists may change during a visit and we would comply with international travel legislation and would have contingency plans in place to account for these changes.	
9.	Wraparound provision and extra-curricular activity			<p>More information on planning extra-curricular provision can be found in the guidance for <a href="#">providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children</a></p> <p>Wraparound &amp; Extended schools does not require bubbles, the provision will move back to its dedicated space. Extra curricular clubs will be reintroduced in the autumn term</p>	9 Moderate risk
10.	Welfare			<ul style="list-style-type: none"> <li>• Promote good practice to build and remind awareness of: <ul style="list-style-type: none"> <li>○ Good hand hygiene</li> <li>○ Frequency of hand washing/hand sanitisation</li> <li>○ Avoidance of touching face</li> <li>○ Rules around coughing and sneezing into a tissue or arm</li> </ul> </li> <li>• All toilets are cleaned on a regular basis throughout the school day with an antibacterial spray, paying particular attention to the toilet seat, flush, door handles, sinks etc.</li> <li>• Children will bring a water bottle from home on a daily basis (except UFS) The bottle will be cleaned and refilled with water at home each day. Water jugs are available in class for refills. Only water may be placed in the bottles- Nursery to ensure this message is shared with new parents</li> </ul>	9 Moderate risk
11.	Assemblies			<ul style="list-style-type: none"> <li>• Assemblies will resume in the school hall</li> </ul>	9 Moderate risk
12.	Break times			<ul style="list-style-type: none"> <li>• Breaktimes without the use of bubbles will resume in the Autumn Term</li> </ul>	9 Moderate risk
13.	Dining Room – lunch times			<ul style="list-style-type: none"> <li>• catering is provided on site by ISS, it must comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</li> <li>• School meals will be served in the school hall from the Autumn Term</li> </ul>	9 Moderate risk
14.	Governors Meetings, SEN meetings with parents etc. Meetings with LA officers, Staff meeting / Key Stage meeting			<ul style="list-style-type: none"> <li>• Governing Body meetings will resume in person</li> <li>• Face to face staff meetings will resume</li> <li>• Meetings with parents and professional agencies will resume in person. An option to hold meetings by Teams / Zoom will remain in place.</li> </ul>	9 Moderate risk

15.	Administering First Aid			<ul style="list-style-type: none"> <li>• PPE appropriate to the circumstances <b>would only be required if first aid was required for someone with Covid-19 symptoms</b>. e.g. gloves, face masks and eye protection ( if necessary) should be provided</li> <li>• Wash hands before and after and ensure the affected area is cleaned upon completion</li> <li>• All first aid waste and PPE should be disposed of by double bagging and put in the external waste</li> <li>• First aid boxes accessible to first aiders. For injuries and ill health that is beyond basic first aid, 111 to be called and 999 in an emergency.</li> <li>• <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a></li> </ul>	9 Moderate risk
16.	Administering Medication			<ul style="list-style-type: none"> <li>• PPE appropriate to the circumstances <b>would only be required</b> when administering medication <b>for someone with Covid-19 symptoms</b> PPE appropriate to the circumstances e.g. gloves, face masks and eye protection if necessary should be provided</li> <li>• Wash hands before and after and ensure the affected area is cleaned upon completion</li> <li>• All clinical waste and PPE should be disposed of by double bagging and put in the external waste</li> <li>• Children should not enter the admin office</li> </ul>	9 Moderate risk
17.	Information to employees, pupils & parents			<ul style="list-style-type: none"> <li>• The risk assessment will be published on the school website</li> <li>• A copy of the risk assessment will be sent to all employees</li> <li>• The risk assessment will be shared with union representatives in school</li> </ul>	No risk
18.	Personal Protective Equipment			Staff members may wear a face covering if they wish in communal areas in school.	9 Moderate risk
19.	Communications and training –on-going			<p>All updates to the risk assessment will be communicated to staff. The Headteacher will attend fortnightly virtual webinars with PHE Wakefield and will share information as necessary.</p> <p>The Headteacher and DHT will communicate any national updates / changes in guidance to staff.</p> <ul style="list-style-type: none"> <li>• Communication channels include email and staff whatsapp group</li> </ul>	No risk

				<ul style="list-style-type: none"> <li>The HR manager will provide advice and information to all employees on mental health through all communication channels</li> <li>The school will provide access to 24 hour counselling support – telephone counselling</li> </ul>	
20.				<ul style="list-style-type: none"> <li></li> </ul>	9 Moderate risk
21.	Response to infection			<p>The SLT and Office Staff will continue to stay up to date with and understand the NHS Track and Trace process and to understand and advise on testing, response to parents reporting symptoms for themselves or their children and staff reporting symptoms for children or themselves or family members</p> <p>School is to ensure that staff members and parents and carers understand that they will need to be ready and willing to;</p> <ul style="list-style-type: none"> <li>Book a test if they or their child displays symptoms</li> <li>Provide details of anyone they or their child have been in close contact with if they were to test positive when asked by NHS Track and Trace</li> <li>School will ask parents and staff to inform them immediately of the results of a test and follow the latest guidance.</li> <li>The school will work with the Wakefield Health Protection Team and PHE to manage confirmed cases of Covid-19 amongst the school community. The school will follow the latest guidance.</li> <li>The school has created a daily file to track all cases reported to them of suspected and confirmed cases.</li> <li>The file will contain the latest guidance</li> <li>The school inform Wakefield Health Protection team as needed using any requested method.</li> </ul>	9 Moderate risk
22.	Volunteers			The school will allow volunteers in school.	9 Moderate risk
23.	Safeguarding			<p>The school remains vigilant to the additional safeguarding risks that the pandemic poses.</p> <p>A monthly mental health and well being newsletter is sent to all families signposting agencies.</p> <p>The school engages with the LA Team Around the School model.</p>	No risk
24.	Education Welfare Service			The school will refer to named EWO Jotty Wagner any cases of CME, EHE or concerns regarding non covid related non attendance. Weekly phone call from EWO to Inclusion Lead Mr Davison will take place each week to discuss all cases.	No risk

25.	Performances Parents Evenings Festivals			Whole school events will resume in line with the latest guidance as they are planned and delivered.	9 Moderate risk
26.	Car Sharing			Car sharing can be reinstated in the autumn term	9 Moderate risk
39.	External Courses and meetings			Staff may attend face to face training. Where an online option is available staff may choose this. Staff may attend face to face meetings. Online options can be taken.	9 Moderate risk
40	External use of school building			Lettings can resume from 24 <sup>th</sup> July 2021.	9 Moderate risk

**SECTION 3**

**3.1 Action Plan**

Where the risk rating score is 10 or above (high/very high risk) the risk must be reduced/managed to a risk score of 9 or below (moderate/low) risk. Risks must always be managed to as low as reasonably practicable. For risks not adequately controlled, detail further action needed.

Ref No	If further action is required, detail what action is required	By Whom	By When	Completed (sign)

**SECTION 4**

**4.1 Risk Assessment Acceptance**

Acceptance by Responsible Manager/s (print name & signed): Clare Kelly	Date: 22/7/21
Staff briefed on Risk Assessment & Safe System of Work (print name & signed) 2/11/20- Staff updated on risk assessment measures Q & Q sessions.	Date: 12/02/21

<p>3/11/20- all staff sent a copy of the risk assessment via e-mail- staff required to return via voting button that they have read, understood and agreed the risk assessment.</p> <p>4/1/21- E-mail- opportunity to look at all the updates, highlighted in yellow. 5/1/21- HR Manager will resend the risk assessment with any further amendments / updates following staff input or national guidance. Staff required to return via voting button that they have read, understood and agreed the risk assessment.</p> <p>6/1/21- Staff updated following closure except to key workers &amp; vulnerable. Class bubbles created based on year groups. Staff to remain in own bubble with own class. Extended school to remain open, children in key stage bubbles, staff to remain 2m distance from children in bubbles for childcare.</p> <p>22/1/21 Lateral flow testing information sent to all staff members including guidance. Lateral flow commenced.</p> <p>10/2/20 Staff room closed for limited seating that was in place. Food / drink preparation only. Lunch to be taken in own classroom. Information shared with staff.</p> <p>12/02/21- Risk assessment reviewed following positive lateral flow tests in school.</p> <p>22/7/21- Risk assessment sent to union reps for first draft</p> <p>01/10/21- review of risk assessment. Sent to all staff, shared on school website</p>	<p>2/11/20- 3/11/20</p> <p>6/1/21</p> <p>22/1/21</p> <p>12/02/21 22/7/21 01/10/21</p>
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# Guide to donning and doffing standard Personal Protective Equipment (PPE)

## for health and social care settings

### Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.


- 2 Put on your surgical face mask, if tied, make sure it is securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.


- 3 Put on your eye protection if there is a risk of splashing.


- 4 Put on non-sterile nitrile gloves.



- 5 You are now ready to enter the patient area.



### Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.


- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.


- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- 3 Snap or unfasten apron ties the neck and allow to fall forward.


- 4 Once outside the patient room. Remove eye protection.


- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- 6 Remove surgical mask.


- 7 Now wash your hands with soap and water.



Please refer to the PHE standard PPE video in the COVID-19 guidance collection:  
[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures)

If you require the PPE for aerosol generating procedures (AGPs) please visit:  
[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)





