



Risk Assessment Area: COVID-19 School Return

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2019/2020 Academic Year

Date to be Reviewed: 04.09.2020

Completed/Reviewed By: Mrs S Lacey (Headteacher)

ACTIVITY/HAZARD	RISK	WHO IS AT RISK?	LIKELIHOOD	SEVERITY	RISK LEVEL	EXISTING CONTROLS (Describe the workplace precautions and risk control systems currently in place)	WHO/WHEN
Arriving to School	Transmission of virus	Children Staff Parents Others	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> Maximum of two bubbles of eight children. One bubble to come into nursery at the gate into the front outdoor area, and one bubble to come into nursery through the main entrance 15 minutes apart. This is to limit the number of parents gathering at the school site. Staff greet the children at the gate and hand gel is used on entering the site. Gate to be padlocked by LW. Parents to hand children over on site but not come into building. Markings e.g. tape, posters and pictures, used on site to aid social distancing of parents. Parent/Carer will be asked to take any child home who is very distressed at the parting process as staff will not be able to offer the physical comfort that would be required. Children do not bring toys or other items from home to the school unless this is essential. Any essential item is placed in a container by the child on entrance to nursery and retrieved from the container by the child at the end of the session. If it is the child's lunch box, it is placed in the container and disinfected on entry to nursery. Children to wash hands on entry to school. Any late arrivals will enter nursery through the main entrance and use hand gel on arrival. 	<ul style="list-style-type: none"> Staff and parents are responsible for social distancing whenever possible.

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Indoor learning space for children	Transmission of virus	Staff Children	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> The activities must be set up as far away from each other as much as possible and staff must use their 'best endeavours' to encourage social distancing whenever possible. Numbers of children in groups reduced (a maximum of 8) and children to remain in 'bubbles' with the same member of staff as far as possible to limit interaction with other adults and children. Tissues available and encourage children to use when coughing or sneezing and they must go into a bin after one use and bin will emptied after morning and afternoon session. A lidded bin will be used and clearly marked for use of tissues only. Areas are kept well ventilated using natural ventilation where possible. Site Manager will open all windows when opening up the site in a morning to ensure that the rooms are well ventilated in advance of the children arriving at Nursery. Carefully selected doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. Enhanced cleaning of surfaces and materials throughout the session by a designated member of staff using cleaning product (Safe Zone) as recommended by LA Cleaning services. 	<ul style="list-style-type: none"> All Staff are responsible for setting up their room, adhering to social distancing whenever possible, to ensure that the room is well ventilated and for enhanced cleaning of surfaces and materials throughout the session. Staff are responsible for closing of windows and Fire doors in their designated area before leaving at the end of the day. SLT are responsible for monitoring that enhanced cleaning procedures are carried out.

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Outdoor learning space	Transmission of virus	Staff Children	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> Resources allocated to a bubble of children and cleaned at the end of the session by educators. Any outdoor equipment that is for multiple use is out of use and cordoned off or removed from the provision. Staff and children to implement social distancing as far as is reasonably practicable. Whilst children are outside, a member of staff will be designated to clean tables equipment and door handles with cleaning product (Safe Zone) as recommended by LA Cleaning services. Wear gloves whilst carrying out this task and wash hands after cleaning. 	<ul style="list-style-type: none"> Staff are responsible for their bubble of children.
Story Time	Transmission of virus	Staff Children	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> Staff to use their 'best endeavours' to ensure that children are spaced out from each other as much as possible for snack and story time and use visual prompts as well as verbal prompts if needed. 	<ul style="list-style-type: none"> Staff are responsible for their bubble of children.
Milk and Fruit Time	Transmission of virus	Staff Children	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> Staff to use their 'best endeavours' to ensure that children are spaced out from each other as much as possible for milk and fruit time and use visual prompts as well as verbal prompts if needed. Wear gloves when preparing any fruit. Ensure the Milk and fruit caddies are washed thoroughly after use. When clearing up ensure gloves are worn when picking up / disposing of leftover food. All cutlery and cups are thoroughly cleaned before and after use. 	<ul style="list-style-type: none"> Staff are responsible for their bubble of children.

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Children requiring using the toilet during the session	Transmission of virus	Staff Children	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> Set 'toileting times' for bubbles of children to minimise the need for toileting throughout the session. Signage used on toilet doors and sinks (photograph of key worker), bubbles of children have allocated toilets, and sinks to use to avoid cross contamination. Toilet handles and taps are cleaned regularly throughout the session by a designated member of staff using cleaning product (Safe Zone) as recommended by LA Cleaning services. Additional adult available to supervise individual visits to the toilet to ensure social distancing is carried out as far as possible and to ensure that appropriate hand washing is carried out. If a child has a toileting accident, they should change themselves independently but supervised by an adult, giving verbal prompts. If this is not possible, please refer to intimate care section. Wet clothes to be double bagged and given to parents/carers on collection of child. Gloves need to be worn if adult carrying out this task and hands of both adult and child to be washed thoroughly. 	<ul style="list-style-type: none"> All Staff. Designated member of staff to ensure that 'touch points' are cleaned throughout the session. Staff are responsible for using PPE as and when appropriate.
Children accessing lunch time provision	Transmission of virus	Staff Children	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> Lunch bags/boxes will be disinfected on arrival. Hands should be washed thoroughly before and after lunch. Children to open lunch box independently wherever possible and encouraged to eat lunch as independently as possible. When clearing up ensure gloves are worn when picking up/disposing of leftover food. Children are forbidden from sharing cutlery, cups or food. All cutlery and cups are thoroughly cleaned before and after use. 	<ul style="list-style-type: none"> Staff
Children who become upset during the session	Spread of Infection	Staff	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> Where a child is upset it is advised still trying to maintain a safe distance whilst offering comfort to child/virtual hug. Encourage child to use a tissue to wipe eyes/nose etc. If contact is required, consider wearing a face covering. Wash hands thoroughly after contact. 	<ul style="list-style-type: none"> All staff

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First Aid – Minor treatment	Transmission of virus	Staff Children	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> Where possible give verbal comfort and reassurance to the child and visual inspection of injury if needed. Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. Where minor first aid treatment is, required First Aiders must ensure they wear gloves and a face covering when dealing with injuries if having to deliver close contact first aid. (always refer to up to date information from Gov.UK). Any dressings used to be double bagged. As is normal practice, ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands thoroughly after contact. 	• All staff
First Aid – Life threatening	Spread of Infection	Staff Children	Unlikely - 2	Fatal - 5	Significant - 10	<ul style="list-style-type: none"> In the event of a serious injury or incident call 999 immediately. Wear face covering, gloves and an apron when in close contact or dealing with bodily fluids. In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. Always wash hands thoroughly after contact. 	• All staff
Children with behavioural issues	Spread of Infection	Staff	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> Follow federation behaviour policy. 	• All staff
Intimate Care	Lack of Infection Control	Staff	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> When staff are carrying out any intimate care, they must wear gloves, apron and an appropriate face covering. Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin). Soiled clothes to be double bagged, and given to parents/carers on collection of child. Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely. Staff must wash their hands thoroughly once gloves and masks are removed. As is normal practice, record all intimate care carried out. 	• All staff

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Children leaving at the end of the session	Spread of Infection	Staff Parents Others	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> In order to limit the number of parents gathering at the school site, one bubble of children leave the nursery from the door into the new classroom and one bubble of children leave from the main entrance 15 minutes apart. Staff to hand children over at the door as parents/ carers do not come into building. Markings e.g. tape, posters and pictures, used on site to aid social distancing of parents. Parents to receive communications regarding expectations for Safe 'exit' from school. When there is a break between morning and afternoon sessions, staff will clean toilets, sinks, tables and touch points using cleaning product (Safe Zone) as recommended by LA Cleaning services. Wear gloves whilst carrying out this task and wash hands after cleaning. 	<ul style="list-style-type: none"> All staff and parents
Extremely vulnerable and clinically vulnerable staff and children	Ill health	Staff Children	Unlikely - 2	Major - 4	Low Risk - 8	<ul style="list-style-type: none"> Children living with family who are extremely clinically vulnerable family and who are shielding are signposted to current Government guidance in order to be able to make an informed decision about their child's return to school. Individual Risk assessment completed by all staff except those who are shielding or are over 28 weeks pregnant as they should not be in school. Further action taken if an employee falls into the amber or red category. Risk assessment completed for children with EHCP. 	<ul style="list-style-type: none"> Headteacher Staff Parents
School office operations	Spread of infection	Staff	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> Glass screen in place between office and reception area. Enhanced cleaning schedule for frequently touched surfaces e.g. computer keyboards, telephones. Stringent hand washing procedures in place. Tissues available. They must go into a lidded bin clearly marked for use of tissues only and which are emptied throughout the day. Office staff to be at a 2m distance or if this is not possible then they should be seated side by side and not facing each other. Office area is kept well ventilated. 	<ul style="list-style-type: none"> SLT/Senior administrator

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Dealing with visitors to the school and parents/Carers wishing to talk to staff	Spread of Infection	Staff Parents Visitors	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> Glass screen in place between office and reception area. 2m distance clearly marked in reception area. Parents will be informed that the majority of conversations with staff will be either over the phone, through the Microsoft Team's App or by email. If this is not possible, a meeting will be arranged and social distancing rules observed. Parents will be discouraged in congregating around the school site. 	<ul style="list-style-type: none"> SLT/Senior administrator
Poor hygiene practice	Ill Health/Spread of Infection	Staff Children Others	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding children, staff and visitors to wash their hands on entering the school at the start of the session/day. Children, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 70% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all areas. Staff will supervise children when washing their hands to ensure it is carried out correctly. Children are forbidden from sharing cutlery, cups or food. All cutlery and cups are thoroughly cleaned before and after use. Enhanced cleaning of 'touch points' e.g. door handles, exit buttons, light switches. Enhanced cleaning to be carried out throughout the session by staff and daily comprehensive cleaning that follows national guidance and is carried out by cleaners sourced via LA SLA. All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> All door handles All tables and chairs used by staff and children Toilet flushes and regular cleaning of toilets. All staff to have an individual supply of cleaning materials to include spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. Resources to be cleaned between morning and afternoon session. Deep cleaning of resources once a week. All used cloths thrown away to be double bagged and then placed in a secure area i.e. lockable bin. Rigorous checks to be carried out by SLT to ensure that the necessary procedures are being followed. 	<ul style="list-style-type: none"> SLT/senior administrator and all staff. DSO cleaning staff

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Corona Virus Symptoms	Lack of Infection control	Staff Children Others	Likely - 3	Moderate - 3	Low Risk - 9	<ul style="list-style-type: none"> • Notices are displayed and regular messages are sent out parents that no one should come to the school if they are displaying any symptoms of Covid 19. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a continuous cough, high temperature and loss of taste/smell and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. • Any child or member of staff who displays signs of being unwell, is immediately placed in an area where they will not come into contact with others and are supervised at all times, by First Aider wearing full PPE. • The parents of an unwell child are informed as soon as possible of the situation and asked to collect the child immediately and insist that the child be tested. • Where contact with a child's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Ensure that staff and children contact details are up to date. • Unwell children who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and children who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. • If unwell children and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any members of staff who display signs of infection are sent home immediately and are advised to request a test. • Staff or parents of children who require a test for Corona virus must inform the Headteacher of the outcome of the test. • If advised that a member of staff or child has developed Covid-19 and were recently on school premises the SLT will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. • Staff and children do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 	<ul style="list-style-type: none"> • SLT • Staff and parents

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Impact on physical and mental health	Ill Health	Staff Children	Likely - 3	Moderate - 3	Low Risk - 9	<ul style="list-style-type: none"> Where individuals have expressed concerns in relation to the COVID-19 response, SLT will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health. SLT will offer support to staff who are affected by Coronavirus or has a family member affected. SLT will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support. Staff will offer support to parents who's child may be affected by the change to their normal school routine. Staff will talk to children positively about returning to school and explain new routines. Signpost parents to updated DFE guidance for parents and carers on helping children aged 2 to 4 learn at home during the coronavirus outbreak to include information on supporting a child's mental health and wellbeing. The guidance can be found here: https://www.gov.uk/guidance/help-children-aged-2-to-4-to-learn-at-home-during-coronavirus-covid-19 	<ul style="list-style-type: none"> SLT/All staff
Awareness of Policies / Procedures / Guidance	Risk to school community by not following correct procedures	Staff Children Others	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> All staff to receive and read the DFE guidance on the wider opening of schools and Covid 19 –implementing protective measures in education and childcare settings and the addendum to the Safeguarding policy. All staff to read and sign to say they have read, understood and will adhere to the measures set out in the risk assessment. Staff are made aware of the school's infection control procedures in relation to coronavirus via staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. 	<ul style="list-style-type: none"> All staff

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Statutory Tests and Inspections	Health & Safety Infection Control	Staff Children	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> Statutory inspections to continue but with social distancing in place at all times. In-house inspections should continue to ensure the school remains as safe as possible. 	<ul style="list-style-type: none"> SLT
Contractors in School	Infection Control	Staff Children	Unlikely - 2	Moderate - 3	Low Risk - 6	<ul style="list-style-type: none"> Wherever possible all work will be carried out when staff and children are not present. Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the Coronavirus must be included within their RAMs. School to ensure no children or staff are in the area where contractors are working. Contractors will be designated a toilet they can use whilst on site. Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. 	<ul style="list-style-type: none"> SLT/Senior administrator