

RISK ASSESSMENT FOR: Full School Reopening January 2021 during COVID 19 lockdown.

We have been instructed to fully open in accordance with the direction from the government. In accordance with the government statements, we understand that our role to provide childcare for families is important. We also believe that our role in providing education to children is vital work.

In the event of staff shortages as a result of the international Covid 19 pandemic, we will prioritise places to:

- ✓ Vulnerable children and children of critical workers and those children deemed in need at the head teachers discretion.
- ✓ Families in receipt of free school meals are not covered in the current governments scheme for nursery age children, we will offer places to these families next so that we can feed their children.
- ✓ We will then offer to working families where all parents in the family are working.
- ✓ If numbers of children needing a place, outweighs the number of places available then alternate weeks of attendance will be offered. The hours for breakfast and tea places may be reduced as this requires a higher number of staff- suggested 8.30-4.30 only require one shift for staff.
- ✓ Children not attending will be given regular home/remote learning- in the form of play-based activities in accordance with our principles.

Establishment: THOMAS CORAM NURSERY SCHOOL	Assessment by: Perina Holness Jan Stillaway	Date: 08.01.2021
Risk assessment number/ref: RA-002 for September 2020	Headteacher Approval:	Date: 11.01.2021
	Chair of Governors Approval:	Date: 12.01.21
All employers have a duty to consult employees on health and safety Staff have been consulted in production of this risk assessment		Staff Rooms Via Parent Hub On school website

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary? Actions by whom? Action by when?	Done
<p>Risk to clinically vulnerable groups from COVID</p> <p>SEND pupils</p> <p>Black, Asian and Minority Ethnic Groups (BAME)</p>	<p>Staff, pupils, contractors, visitors</p> <p>Evidence suggest that people from Black, Asian and Minority Ethnic (BAME)</p>	<ul style="list-style-type: none"> • Government guidance on clinically extremely vulnerable people to be followed. (link to schools Government Guidance) . • Clinically extremely vulnerable individuals, which put them at very high risk of severe illness from coronavirus and <u>have been advised by their clinician</u> or through a letter should not work outside the home and must rigorously follow shielding measures in order to keep themselves safe. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. These staff will work from home. • Government guidance on clinically vulnerable people to be followed (link to schools Government Guidance) . • Clinically vulnerable individuals who are at higher risk of severe illness have been advised to take extra care in observing social distancing. • Individual risk assessments carried out for all staff. • Staff who are unclear about the restrictions will contact their GP/ Consultants for further advice. • Individual SEND care plans and risk assessments for children (where in place) reviewed regularly. To include the need for possible close contact and relevant PPE use (See First Aid section). We seek medical advice for each child with a vulnerable health condition. • This risk assessment is thorough and protects <u>all</u> staff including BAME staff members. 		

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	groups are disproportionately affected by COVID-19.			
Possible transmission of the virus through person to person contact.	Staff, pupils, contractors, visitors People can catch the virus from others who are infected in the following ways: •virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales	N.B. SAGE have told the Government that they need to close schools to contain coronavirus. Nursery schools are exempted from this. PREVENTION: 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. Staff and children must stay at home if they suspect they have C19 and are awaiting a test result. 2. Clean hands thoroughly more often than usual 3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. This will be carried out as part of the daily routine and at the end of each day as part of tidying the classroom. Also supported by housekeeper duties especially in communal areas. 5. Minimise contact between adults and maintain social distancing (2+ metres) at all times. Move away and remind colleagues to move away from you if needed: 6. In Kinder, we will reduce staff group sizes to smaller, consistent groups with a maximum of 9 staff in a team (one week on/ one week off , if possible). This will reduce infection risk but also mean that the other 9 staff will not need to isolate and be available to work.		

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	<ul style="list-style-type: none"> •the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc •people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth 	<p>7. In Kinder, we will limit the number of children to 39 (where staffing allows). Each of the 2 Kinder staff groups will remain consistent to reduce the number of staff who might need to isolate in the event of a Covid 19 positive test result. As the staff team is very large, it will also help staff maintain safer distancing from each other when in the classroom. If a clear 48-hour window can be achieved then staff members may move into a different group if required.</p> <p>8. In Toddlers, We will reduce staff group sizes to small, consistent groups with a maximum of 5 staff in a team. This will reduce infection risk but also mean that 5 staff would not need to isolate in the event of a positive Covid 19 test result.</p> <p>9. In Toddlers, we will limit the number of children to 16 (where staffing allows). Each of the 2 Toddler staff groups will remain consistent to reduce the number of staff who might need to isolate. If a clear 48-hour window can be achieved then staff members may move into a different group if required.</p> <p>The above system may mean that children can attend on alternate weeks.</p> <p>10. Where cover is needed:</p> <ul style="list-style-type: none"> ✓ Supply staff will only be used in an emergency. This is to reduce possible transmission of the virus between schools through person-to-person contact. ✓ SLT need to be available to lead the school. They will only cover in classrooms (ie for breaks) if 2 metres distance from staff can be guaranteed. <p style="padding-left: 40px;">Before and after entering the room, wash hands thoroughly.</p> <p>11. Staff will be divided into 2 staffroom- one for Kinder staff and one for Toddlers. Staff will have staggered breaks, as the staffrooms are not big enough to accommodate safe distancing with full numbers. Maximum number of staff in either staffroom- Office/ SLT will stick to one nominated staffroom. Kitchen staff have their breaks in the kitchen or nominated staffroom.</p> <p>12. There is no access to the kitchen for all non –kitchen staff, if kitchen staff are</p>		

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		<p>present.</p> <p>13. There is no access to the office except for office staff and SLT.</p> <p>14. Staff working from home will use this opportunity for their non-contact time.</p> <p>15. Early outbreak management- we will fully comply with local outbreak plans</p> <p>16. Staff that are more vulnerable will avoid contact with parents and visitors. For example, they will not greet the children/ send home to children at the door.</p> <p>17. Only essential meetings will be held face-to-face. All parties must hand- sanitise and wear a mask for the duration of the meeting and a minimum distance of 2 metres must be maintained.</p> <p>18. Due to the nature of their role, SLT, admin team and housekeeper may briefly cross year groups but will maintain at all times a safe distance from other staff members. No face-to-face contact within 2 metres.</p> <p>19. It is acknowledged that it is very difficult to maintain distance from young children. However, wherever possible, staff should avoid close face-to-face contact with the children. Please bend to their level but remain at least 1+Metre except in emergencies. Do not carry children except in emergencies.</p> <p>20. Wash hands regularly and often.</p> <p>21. Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Staff should remind each other of these protocols and offer support to reduce contact.</p>		
<p>PREVENTION</p> <p>Personal Hygiene</p>		<ul style="list-style-type: none"> • Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with ongoing stock monitoring and re-ordering procedures set up. • Ensure soap and hand towels are regularly topped up at all washing stations- Housekeepers role (supported by staff team) and contract cleaners. • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 		

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		<ul style="list-style-type: none"> • Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance. • Site staff to regularly clean the hand washing facilities. • Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. • Tissues will be provided for classrooms. Staff to replenish as needed. • Ensure bins are provided for tissues in every classroom. • Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. 		
PREVENTION Enhanced Cleaning		<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly. N.B. if the housekeeper is absent, another member of staff must be allocated to this role.</p> <p>Thorough cleaning of rooms at the end of the day (school staff and contract cleaners). Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p>		

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		<p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed. • double-bagged any PPE, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. • Dispose cloths and mop heads used as single use items. • Check and replace hand towels and hand wash and replace as needed by site / cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. <p>Only cleaning products supplied by the school / contract cleaners are to be used.</p> <p>School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>		

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<p>PREVENTION</p> <p>Cleaning of Contact points Equipment use printers, workstations, apparatus, machinery etc</p>		<p>Regularly clean and disinfect common contact surfaces in reception, office, staffrooms etc. (screens, telephone handsets, desks).</p> <p>Activities and resources</p> <ul style="list-style-type: none"> • All equipment to be properly cleaned or stored away after use- daily basis. • All shared resources to be cleaned after use (including computers, equipment etc.). This must be built into end of each activity routines including use of the classroom computers. This is the responsibility of all classroom practitioners. • Try to reduce working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to photocopying, etc. 		
<p>Managing cases of confirmed coronavirus in a setting</p> <p>Covid-19 Outbreaks on site</p>	<p>Staff, pupils, contractors, visitors</p>	<p>RESPONSE TO ANY INFECTION</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <ul style="list-style-type: none"> • Contain any outbreak by following local health protection team advice. • Concerned staff who have been in contact with a positive case but do not show symptoms can access a lateral flow test by speaking to SLT. Staff must follow the government requirement and self-isolate unless they receive a negative PCR test result. • If anyone in the school becomes unwell with a new, continuous cough or a high temperature (a normal temperature for a child is 36.4, a temperature of 38 or above is deemed high), or has a loss of, or change in their normal sense of taste or smell (anosmia), they must be sent home. • For pupils, contact parents immediately. • They will be advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have 		

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		<p>coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <ul style="list-style-type: none"> • Staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario. • If someone tests negative, they can return to their setting and the fellow household members can end their self-isolation. • If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • SLT will contact DFE, Public Health England, (CIPHAdmin@islington.gov.uk/ 0300 303 0450), Local Authority Gill.Morris@camden.gov.uk and Chairs of Governors, engage with the NHS Test and Trace process where requested. 		

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		<ul style="list-style-type: none"> The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Where settings are adhering to guidance to reduce risk of transmission, closure of the whole setting will not generally be necessary. 		
Testing and contact tracing	Staff, Pupils, visitors, contactors	<ul style="list-style-type: none"> Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team CIPHAdmin@islington.gov.uk (Local Authority Public Health)/ 0300 303 0450 (London Coronavirus response Cell) Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. Ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms- Email:Nhs.uk/coronavirus/ Telephone: 119 Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus 		

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		<p>website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <ul style="list-style-type: none"> • All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. • Schools have been provided with a small number of home testing kits that they can give directly to staff or parents/carers collecting a child who has developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. 		
Communication to parents and carers	Staff, Pupils, visitors, contactors	<p>A protocol is in place and includes the following actions:</p> <ul style="list-style-type: none"> • Parents are kept up-to-date with all important communications via Parenthub App. All families have been supported to join and understand that this is the method we use to communicate. Where appropriate parents will also be phoned and emailed. • Parents do not enter the building except for urgent matters. • Only one parent drops off/ collects. • Masks are worn by both staff and parents at hand-over or if a parent has to enter the building. • Kinder children: Science Garden at drop-off and collection. • Toddler parents main door. Toddler door depending on numbers. • Settling parents(one per family) of new children will be allowed to come into the classrooms. They will need to sanitize their hands and wear a mask. • The parents room will be closed. • Advise parents that only one parent should attend 		

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		<ul style="list-style-type: none"> • Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Phone or email notification to be urgently made to the school and affected persons to stay away from site until required isolation periods have passed. • Parents/carers to be advised to follow guidance below COVID-19: guidance for households with possible coronavirus infection guidance 		
Access and egress onto school premises	<p>Staff, pupils, contractors, visitors</p> <p>Possible transmission of the virus between staff and children, and into the wider community.</p>	<ul style="list-style-type: none"> • Children will be dropped off at their allocated entrance. • More vulnerable staff will avoid contact with parents and visitors. For example, they will not greet the children/ send home to children at the door. • Only essential meetings will be held face-to-face. All parties must wear a mask for the duration of the meeting and a minimum of 2 metres distance maintained. • Entry into building must be controlled • Particular consideration given where queuing areas are introduced. • Demarcation to be made at school entry points to ensure adequate social distancing • Pictorial notices for social distancing to be displayed • Supervision of queues by nominated staff members • Staggered start times not necessary as 2 entrances being maintained. • Staff supervising entry to school to follow social distancing guidelines- where and when possible. • Hand washing / sanitisation stations (ideally soap and water to minimise possible adverse dermatological effects) at point of entry to school. All people entering the school must sanitise hands prior to entry. • Staff trained on hygiene protocols to eliminate cross-infection risks • Age appropriate instruction provided to pupils on hand washing methods 		

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		<ul style="list-style-type: none"> Parents asked not to bring children in wearing PPE. Any disposable face coverings that staff, children arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings. Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands. 		
Reception areas	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Telephone appointments/emails to office where possible to minimise queues at reception Screens remain in place to separate staff and/or demarcation in place to maintain adequate social distancing Notices to maintain social distancing displayed Sanitisation / hand washing protocols to be observed when handling deliveries. Enhanced cleaning regime in place at reception and all school settings in line with COVID-19: cleaning of non-healthcare settings guidance <p>Visitors</p> <ul style="list-style-type: none"> Only essential visitors (at HT discretion) will be allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Visitors will be asked to wear a mask. Proof or medical exemption will be required. Professionals working with children will be asked to wear a face covering or a visor. Visitors will offered a mask but will be reminded to bring their own in future. Signage in reception regarding good hygiene. 		

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		<ul style="list-style-type: none"> A record will be kept of all visitors- including contact details. 		
Staff Areas	Staff, contractors, visitors	<ul style="list-style-type: none"> Social distancing guidelines to be applied. Toddler Wing staff use parents room as their staffroom and Kinder staff use staffroom. Do not mix. Staff computers only to be used in own staffroom. Kinder Staff use the staffroom printer, Toddler staff use the sensory room printer. Avoid face-to-face contact and maintain 2metre distance. Increased cleaning frequencies of hard surfaces. Items to be sanitised before sharing / re-use by another person. Disinfectant wipes are available in each staff room. Handwashing /sanitisation protocols to be followed Staff meetings will only be held if safe-distancing can be guaranteed. Wearing of masks is optional. Ensure hand washing before eating, preparing or sharing food. 		
Corridors / staircases	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Demarcation of adequate social distancing where queuing is expected. Pictorial notices to maintain social distancing displayed Increased natural ventilation by opening windows Reduce need for children to regularly leave the classroom where possible (containment/non mixing) Where corridor use is required, consider release of a classroom at a time and stagger to reduce traffic and avoid spread of infection. 		
Classrooms	Staff, pupils, contractors,	<ul style="list-style-type: none"> Practitioner cannot move to work from Toddlers to Kinder (and vice versa) unless a 48 hour gap can be guaranteed. All areas of the EYFS curriculum will be on offer. We will focus on Personal, Social and Emotional Development and give the children plenty of opportunity 		

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		<p>talk to us about their experiences over the past months. We aim to change as little as possible so that their experience in nursery school is not restricted too much. We are fortunate that the integrated way we work, with an emphasis on child initiated experiences will best enable and support this.</p> <ul style="list-style-type: none"> • Schedule handwashing times for all pupils and staff to ensure this occurs on arrival, before departure, when coming in from break, or after any possible contamination. • Also we will emphasise our current good hygiene procedures before and after eating, after going to the toilet, being in the garden... • We will clearly communicate to parents/ carers the arrangements for before and after school, and request them to maintain social distancing of 2+m. We will continue to use visual aids/floor markings to help parents socially distance and supervise entry and collection and communicate expectations to parents (including only 1 parent to attend at drop off / collection). • Parents will not be able to drop off or collect outside of their allocated times. This will be clearly communicated to them via Parent Hub and will be reiterated in person when their child returns to nursery school. • Parents will not enter the building except for new/ settling children, or for meetings. Parents are requested to wear a mask, wash/ sanitise their hands, and keep 2m+ distance. • We will avoid holding any event or activity where the age phase groups will be required to mix. • We will ensure all arrangements are clearly communicated to staff, parents/ carers and pupils. • For younger children the emphasis will be on separating year groups. We are separating Toddlers and Kinder. • Pictorial notices to maintain social distancing displayed 		

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		<ul style="list-style-type: none"> • Increased natural ventilation and avoid rooms with no natural ventilation where possible. Windows must be open every day. • Soft play / furnishing and items with intricate parts removed. • Increased cleaning frequencies of hard surfaces/emptying of bins • Classroom based resources, such as books and games, can be used and shared within the bubble and these should be cleaned regularly • Resources will not be shared between classes. If any equipment does need to unexpectedly shared, it will be cleaned meticulously and rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes. • Adequate tissues are available to clear up spills and to catch sneezes in line with Catch it / Bin it / Kill it advice • Items to be sanitised before sharing / re-use by another person • All staff to ensure they clean their hands and surfaces, before and after handling pupils' books and equipment. • We can ensure that children, and staff where possible, only mix in a consistent group and that each group stays away from other people and groups. • Staff should make every effort to reduce physical contact with the children- for example; children should not routinely sit on laps, be picked up or hugged etc. • We can support 2 separate entrances (Kinder+ Toddlers). • Class sizes will be year groups in line with consistent staff groups (See Transmission section). • Children will be more closely monitored at snack time so that they can only use their own cup plus usual hygiene procedures. • Suncream – if applied to children by staff, the staff member will wear gloves and replace their gloves between each child. Children will be encouraged to cream 		

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		<p>themselves and will be parents reminded to cream their children before coming to nursery.</p> <ul style="list-style-type: none"> • Sand- will be accessible only outside. • Bubbles- no manual blowing of bubbles • Balloons- only blown up using a pump. • Remote/home learning- Children who stay at home will be given regular play-based, home learning tasks via parenthub. 		
Lunch times	Staff, pupils, contractors,	<ul style="list-style-type: none"> • Lunch locations keep groups apart- Toddlers in their own rooms. • Lunch, breakfast and tea will also be in separate age phases. Nursery aged children are not expected to stay 2m+ apart, but where they can be kept 2m+ from each other and staff, they will be. • Only permitted staff to cross age phases. They must retain 2+M when crossing age phases • Social distancing guidelines to be applied • Adequate supervision ratios to enforce social distancing guidelines • Hand washing / sanitisation prior to food consumption – children to be supervised • Increased cleaning frequencies of hard surfaces. • Minimise sharing of items and crockery • Items to be washed / sanitised before sharing / re-use by another person • Lunch rooms-areas to be cleaned down- utensils and surfaces 		
Studio	Staff, pupils, Contractors,	<ul style="list-style-type: none"> • No group gathering in Studio. 		

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Toilets	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> • Entry into WC to be controlled- no access to non-staff. • Pictorial notices to maintain social distancing displayed • Children to remain in year groups as each classroom has own toilets • Hand washing protocol increased to before and after use of toilet facilities • Hand washing poster displayed in all WCs • Bathroom windows routinely opened • Increased cleaning protocols 		
School Kitchens / school meal provision	Staff, pupils, contractors	<ul style="list-style-type: none"> • Social distancing guidelines to be applied • Handwashing /sanitisation protocols to be followed • Increased cleaning frequencies of hard surfaces. • Ensure safe systems and protocols are in place to reduce risk to kitchen staff and pupils- Kitchen staff do not enter classrooms. Each year group has their own lunch trolleys. • Non-kitchen staff must not enter the kitchen when the kitchen staff are present. 		
Fire drills / Emergency situations	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> • Adequate numbers of trained staff to safely evacuate all personnel on the school premises • Demarcation of safe distancing in place at assembly points in line with social distancing guidelines where reasonably practicable • Fire drill to be undertaken as soon as possible after re-occupation 		
First Aid	Staff, pupils, visitors	<ul style="list-style-type: none"> • Adequate numbers of trained staff to administer First Aid • Check First aid boxes content and facilities available • Where closer contact may be necessary, wear appropriate PPE to protect First Aider and casualty. This would include disposable gloves, disposable apron and 		

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary? Actions by whom? Action by when?	Done
		fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting <ul style="list-style-type: none"> • PPE / Handwashing protocols to be followed 		
Protocol for managing cases where staff/pupil feels unwell whilst on site	Staff, pupils, contractors, visitors	Protocol developed in line with Government Guidance to include: <ul style="list-style-type: none"> • If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • If a child is awaiting collection, they should be moved, if possible, to the studio where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. • PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). The emergency PPE box is kept in the studio. • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive 		

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary? Actions by whom? Action by when?	Done
		<ul style="list-style-type: none"> • They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See COVID-19: cleaning of non-healthcare settings guidance 		
School Trips	Staff, pupils	<ul style="list-style-type: none"> • School trips currently suspended due to high adult to child ratio required. 		
Fire Safety	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> • Fire risk assessment and Emergency Evacuation Plans revised to take into account areas which may not be in use and changes of use to the building. The area we use is very large and in the open air – risk of contamination is very low. • Personal Emergency Evacuation Plans (PEEPS) in place and revised where necessary • Ensure emergency evacuation routes out of the building are not compromised including fire doors and final exit doors. 		
COSHH Cleaning / Sanitisation products	Staff, Pupils Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need	<ul style="list-style-type: none"> • Chemical Inventory and COSHH risk assessment updated to include all newly introduced cleaning products • Manufacturers Safety Data Sheet provided to users of chemical outlining safe use, storage, emergency arrangements and PPE to be used. • Strict instruction to staff / cleaning provider to keep any cleaning / sanitisation products stored / secure and out of reach of children at all times • Work with in house or external cleaning provider to ensure safe systems and protocols for use and storage are in place. 		

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary? Actions by whom? Action by when?	Done
	to ensure no harmful effects arise from cleaning/sanitising product			
Dealing with / clearing up with Body Fluids	Staff, pupils, visitors	Protocol for cleaning Body Fluids to be updated to include COVID-19 risks to include: <ul style="list-style-type: none"> • Where clearing up of body fluids is required, the staff member must full appropriate PPE. This will include disposable gloves, disposable apron and fluid resistant surgical facemask and eye protection or face shield • PPE and waste disposal protocols to be followed (double bag waste) • Handwashing protocols to be followed 		
Business Continuity	Staff, pupils	Schools Business Continuity Plan reviewed to include COVID-19 related risks		
Contractors and Visitors		<ul style="list-style-type: none"> • Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where contractor visits can happen outside of school hours, they should. • Site inductions are to be carried out following social distancing principles • All contractors will be informed before entering school regarding social distancing, wearing a mask and good hygiene control measures. • Staff and contractors are to maintain a safe distance between themselves and others. • All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site. • Agree approach to scheduled / ongoing building works. • Settings to seek confirmation of the contractor's method statement / risk assessment. 		

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary? Actions by whom? Action by when?	Done
		<ul style="list-style-type: none"> Tell children, parents, carers or any visitors, such as suppliers, not to enter the setting if they are displaying any symptoms of coronavirus. A record should be kept of all visitors. 		
Mental Wellbeing	Staff, pupils	<ul style="list-style-type: none"> Staff to be reminded of Employee Assistance Programme 		
Adherence to rules within school		<ul style="list-style-type: none"> Behaviour policy meets requirements to aid positive behaviour management. 		
Taking Fees		Payments should be made by direct debit wherever possible.		

Relevant links

Guidance for full opening - Schools (Autumn 2020)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

Travel guidance [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)