

RISK ASSESSMENT FOR: Full School Opening under COVID 19 Restrictions -Summer term 2021

Establishment: THOMAS CORAM NURSERY SCHOOL	Assessment by: Perina Holness Jan Stillaway	Updated Date: 05.03.2021
Risk assessment number/ref: April 2021	Head teacher Approval: Chair of Governors Approval:	Date: 27.04.2021 Updates given 28.4.2021
<p>All employers have a duty to consult employees on health and safety</p> <p>Staff have been consulted in production of this risk assessment</p>		<p>Update- Update headlines given to all staff 27.04.2021 copies in staffroom, highlight of changes circulated 27.4.21</p> <p>On website- 28.04.2021</p>

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Risk to clinically vulnerable groups from COVID	Staff, pupils, contractors, visitors	<ul style="list-style-type: none"> Government guidance on clinically vulnerable people to be followed. Guidance currently recommends that clinically extremely vulnerable individuals can now return to work. Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice. Clinically vulnerable individuals who are at higher risk of severe illness have been advised to take extra care in observing social distancing. Risk assessments carried out where required. 	Keep up-to-date as guidance changes	

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<p>SEND pupils</p> <p>Black, Asian and Minority Ethnic Groups (BAME)</p>	<p>Evidence suggest that people from Black, Asian and Minority Ethnic (BAME) groups are disproportionately affected by COVID-19.</p>	<ul style="list-style-type: none"> • 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 ask parents to seek medical advice for each child with a vulnerable health condition. • This risk assessment is thorough, meets all the DFE PHE guidelines and protects all staff including BAME staff members. • Any BAME member of staff who is worried that they need additional protection and believe they score higher than 6 on an individual risk assessment should speak immediately to the head teacher (IRA attached at end of document). 		
<p>Possible transmission of the virus through person to person contact.</p>	<p>Staff, pupils, contractors, visitors</p> <p>People can catch the virus from others who are infected by:</p> <ul style="list-style-type: none"> •virus moves from person-to-person in 	<p>Refer to: Guidance for full reopening of schools</p> <p>PREVENTION:</p> <ol style="list-style-type: none"> 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. Everyone must sanitise or wash their hands every time they enter the building. 3. Clean hands thoroughly more often than usual 		

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	<p>droplets from the nose or mouth spread when a person with the virus coughs or exhales</p> <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. •people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth. 	<p>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>5. 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.</p> <p>6. Minimise contact between individuals (adults) and maintain social distancing wherever possible. Third staffroom established.</p> <p>7. Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>8. Early outbreak management- we will fully comply with local outbreak plans</p> <p>9. Lateral Flow tests available to all staff (strongly encouraged but not compulsory).</p> <p>RESPONSE TO ANY INFECTION</p> <p>10. Engage with the NHS Test and Trace process</p> <p>11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>Designate a lead person in the absence of SLT who will lead procedures to contain any outbreak by following local health protection team advice i.e. Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team-</p> <ul style="list-style-type: none"> ✓ CIPHAdmin@islington.gov.uk (Local Authority Public Health) ✓ 0300 303 0450 (London Coronavirus response Cell) 		

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<p>PREVENTION 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. • 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. 		
<p>PREVENTION Enhanced Cleaning</p>		<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.</p> <p>Thorough cleaning of rooms at the end of the day (school staff and contract cleaners).</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p>		

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		<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> <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. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p>		

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		<p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <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>		
<p>PREVENTION 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. <p>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>		
<p>Managing cases of confirmed coronavirus in a setting</p>	<p>Staff, pupils, contractors, visitors</p>	<p>If anyone in the school becomes unwell with:</p> <ul style="list-style-type: none"> ✓ a new, continuous cough ✓ a high temperature ✓ a change in their normal sense of taste or smell (anosmia), <p>they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which</p>		

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Covid-19 Outbreaks on site		<p>sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). We will then follow NHS test and trace.</p> <ul style="list-style-type: none"> • Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. • All 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 10 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. 		

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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 10 days since they were last in close contact with that person when they were infectious. <p>Where settings are adhering to guidance to reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> <p>When a child is sent home with suspected Covid infection or where a child is absent due to suspected Covid infection, the school administrator is responsible for:</p> <ul style="list-style-type: none"> • Recording absence, plus reason. • Advising any parents that any one symptom requires a test. • Telephoning from day 1 any child who is absent without notifying us. Keep calling until contact is made. • Chasing Covid results from day 2 after testing • Informing the head teacher daily • Maintaining a trail of contact/ illness information in the absence book. 		
Testing and contact tracing	Staff, Pupils, visitors, contactors	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team-</p> <p>✓ CIPHAdmin@islington.gov.uk (Local Authority Public Health)</p>		

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		<p>✓ 0300 303 0450 (London Coronavirus response Cell)</p> <ul style="list-style-type: none"> • 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 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. • 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. • We have a small number of home testing kits that we can give directly to staff or parents/carers collecting a child who has developed symptoms at school, where we think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits. 		

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<p>Communication to parents and carers</p>	<p>Staff, Pupils, visitors, contactors</p>	<p>No parents are allowed to enter the building for drop-off or collection. No parents are allowed in the building except for settling of new children and essential meetings, emergencies etc.</p> <p>Meetings held as far as possible in Studio. The staff member organising the meeting must ensure everything used in the meeting is cleaned and tidied away as soon as the meeting has finished. All parties to wear masks until safe distancing/ seating is ensured. Staff should not access any toys in storage in the Studio unless they clean everything thoroughly immediately afterwards. Open windows when in use. Close windows when meeting has ended.</p> <p>Children cannot arrive late, except under exceptional circumstances as this increases contact and is very disruptive to staff and children who have arrived on time, as they have to ensure the child washes hands etc before beginning to play. Staff notified via ParentHub and verbal reminders to regularly late families.</p> <p>DFE and Public Health England, recognise that social distancing represents a challenge for young children who like close contact with adults and other children. The Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults. However, in the Guidance for the DFE of full opening of schools, staff should maintain distance from pupils and other staff as much as possible.</p> <p>FACE COVERINGS- Under the latest restrictions, face coverings should be worn by adults in areas <u>outside classrooms</u> when moving where social distancing is difficult to maintain.</p> <p>If staff have any concerns about wearing face coverings, please speak to the Head Teacher. If staff wish to wear a face covering in any other</p>		

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		<p>circumstances, please speak to the Head Teacher first. Our first course of action would be to consider what else we can do to ensure social distancing.</p> <p>Maintaining a 2 m distance and hand washing are the SAFEST PRECAUTION.</p> <p>Parents and staff should now wear masks at the Toddlers door, the Front Reception door, and the Kinder gate, at both drop-off and collection times. Office staff should also wear a mask when they greet parents, when they stand at the door, or on other occasions when they cannot maintain 2m distance from others.</p> <p>Hygiene is vital: When you wear a mask, you must wash your hands thoroughly before putting it on, and wash again before taking it off. You must replace it in a sealed plastic bag between use and store it safely.</p> <p><u>Kinder parents</u> continue to not access any other areas other than reception, studio and Science Garden at drop-off and collection.</p> <p><u>Toddler parents</u> – No parents enter the building for drop-off and collection. Please see attached protocol.</p> <p><u>Settling parents:</u> (one per family) can enter the building/ room to enable a careful settling process. Parents need to wear a mask and will need to sanitize their hands.</p> <p>The parents room will be closed.</p> <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. 		

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		<ul style="list-style-type: none"> 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"> 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 Staff to remind parents to maintain distance and wear a mask. Staggered start times not necessary as 3-4 entrances being maintained. Staff supervising entry to school to follow social distancing guidelines 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 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. 	<ul style="list-style-type: none"> 	

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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 Visitors must show ID and ensure we know their work contact details, in case we need to contact them.</p> <ul style="list-style-type: none"> • 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, and sanitise/wash hands. • 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. • A record should be kept of all visitors 	<ul style="list-style-type: none"> • Queuing to be minimised where reasonably practicable 	
Staff Areas	Staff, contractors, visitors	<p>Staff computers only used in own staffroom. If used elsewhere then clean after use. If other staff need access i.e. to access printer avoid face to face and distance.</p> <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. • Increased cleaning frequencies of hard surfaces. 		

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		<ul style="list-style-type: none"> • Minimise sharing of items • Items to be sanitised before sharing / re-use by another person • Handwashing /sanitisation protocols to be followed • Staff meetings will only be held if distancing can be guaranteed. • 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 • One-way systems introduced where reasonably practicable • 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. 	<ul style="list-style-type: none"> • Reschedule contractor visits (unless emergency situation) to times when pupils are not present 	
Classrooms	Staff, pupils, contractors,	<p>Parents spoken to /sent letter with our safety procedures and reminded daily in person. Staff informed also reminded.</p> <p>All areas of the EYFS curriculum will be on offer. We will focus on PSED and give the children plenty of opportunity to talk to us about their experiences. We aim to change as little as possible so that their return to nursery school is supported. We are fortunate that the integrated way we work, with an emphasis on child initiated experiences will best enable and support this.</p>	Wherever possible keep the same teacher with the same pupil group	

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		<p>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.</p> <p>Also we will emphasise our current good hygiene procedures before and after eating, after going to the toilet, being in the garden...</p> <p>We will clearly communicate to parents/ carers the arrangements for before and after school, and request them to maintain social distancing of 1+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).</p> <p>Parents will not be able to drop off or collect outside of their allocated times. This has been clearly communicated to them via Parent Hub and will be reiterated in person when their child returns to nursery school.</p> <p>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 1m+ distance if they have to enter the building.</p> <p>We will avoid holding any event or activity where the age phase groups will be required to mix.</p> <p>We will ensure all arrangements are clearly communicated to staff, parents/ carers and pupils.</p> <ul style="list-style-type: none"> • For younger children the emphasis will be on separating year groups. We are separating Toddlers and Kinder. • Pictorial notices to maintain social distancing displayed • Increased natural ventilation and avoid rooms with no natural ventilation where possible. • Soft toys / soft furnishing and any other items with intricate parts or are hard to wash, are removed from all areas of the classroom. • No rucksacks, soft toys etc from home. • Increased cleaning frequencies of hard surfaces/emptying of bins 		

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		<ul style="list-style-type: none"> • 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. • 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. <p>With the continued reduction in Covid cases, we are beginning to see an easing of restrictions.</p> <p>Government guidance now <u>allows staff to mix across different year groups.</u> This means for us, that staff can now be asked to work in both Toddlers and Kinder. We will keep this to a minimum but some staff may be asked to work in both wings during a week (there is no required 'isolation time-gap' any more).</p> <p>It is essential that everyone continues to maintain good hygiene procedures:</p> <ul style="list-style-type: none"> • Maintain a 2-metre distance • Ensure everyone is advised to clean their hands thoroughly and more often than usual • Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach 		

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		<ul style="list-style-type: none"> • Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents • Wash hands before crossing into a different wing • Always wash your hands as soon as you enter the building • Reduce the amount of time they are in face-to-face contact • Keep all occupied rooms well ventilated at all times (whilst remembering to close windows at home time please!). • You should still avoid large gatherings. • We will still maintain 2 staffrooms as this helps maintain safe distancing. • We can support 2 separate entrances (Kinder+ Toddlers). • Class sizes will be year groups in line with guidance. • 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 themselves and will be parents reminded to cream their children before coming to nursery. 		
Lunch times	Staff, pupils, contractors,	<ul style="list-style-type: none"> • Lunch locations keep groups apart- Toddlers and Kinder in their own rooms. • Lunch, breakfast and tea will also be in separate age phases as much as possible. Nursery aged children are not expected to stay 1m+ apart, but where they can be kept 1m+ from each other and staff, they will be. • Staff must retain 1+M if briefly crossing age phases • Social distancing guidelines to be applied • Adequate supervision ratios to enforce social distancing guidelines • One-way systems introduced where reasonably practicable 		

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		<ul style="list-style-type: none"> • 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"> • Groups should be kept apart, meaning that schools should avoid large gatherings. 		
Toilets	Staff, pupils, Contractors, visitors	<ul style="list-style-type: none"> • Entry into WC to be controlled. Non staff members should not access the toilets except in an emergency. • 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 • Increased cleaning protocols 		
School Kitchens / school meal provision	Staff, pupils, contractors	<ul style="list-style-type: none"> • Staggered lunch and break times for staff. Staff spread across 3 staffrooms • 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. 		

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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 termly 		
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 fluid resistant surgical facemask. Eye protection is also required if the casualty is coughing, spitting or vomiting • PPE / Handwashing protocols to be followed 		
Protocol for managing cases where staff/pupil feels unwell whilst on site	Staff, pupils, contractors, visitors	<p>Protocol developed in line with Government Guidance to include:</p> <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 a room 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. 		

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"> • 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). • 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 • 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	Staff, Pupils	<ul style="list-style-type: none"> • Chemical Inventory and COSHH risk assessment updated to include all newly introduced cleaning products 		

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
Cleaning / Sanitisation products	Due to required increased cleaning/sanitising of hard surfaces and items in classrooms, there is a need to ensure no harmful effects arise from cleaning/sanitising product	<ul style="list-style-type: none"> • 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. 		
Dealing with / clearing up with Body Fluids	Staff, pupils, visitors	<p>Protocol for cleaning Body Fluids to be updated to include COVID-19 risks to include:</p> <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	<ul style="list-style-type: none"> • Schools Business Continuity Plan reviewed to include COVID-19 related risks • Contingency Plans to be developed for school recovery in the event of local lockdown being initiated 		

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
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 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 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. • 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)

<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/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](#)

Appendix

Toddler children –drop-off and pick up times

- We need to be strict about drop off and collection times. A two minute allowance should be given. Please do not let parents in who knock on the window when early or late – they will have to report to main entrance...
- Late collection- children should always be brought to the chairs in the foyer- with 1 adult.
- Class staff will maintain the registers and will be collected by Albert. Class staff must return the register to the office at end of day for safe keeping.

Marcia's group of children arrive/ collected at front door

Time	Total	Procedure
8.30-8.40		All Toddler breakfast children arrive at Blue door. One member of staff goes to the door at allotted time (wearing a mask) while other children are sitting down with a key person. Every time you put on, or take off your mask you must wash your hands before touching the mask. Store the mask in a sealed plastic bag.
9.30-9.40		1 staff stay with b'fast children. Either Albert or Diana maintain the register. 3 staff collect children and take in to Toddler wing in groups of 3 or 4. Not necessarily key workers- see how it goes...
12.30 home		Kimberley bring to Foyer. Wear a mask. Either Albert or Diana maintain the register. Every time you put on, or take off your mask you must wash your hands before touching the mask. Store the mask in a sealed plastic bag.
3.15-30 home		2 adults bring to Foyer. Wear a mask. Either Albert or Diana maintain the register. D or A then give the register to Jennifer's team for tea children to be marked out by tea staff. Every time you put on, or take off your mask you must wash your hands before touching the mask. Store the mask in a sealed plastic bag.

4.20-4.30	<p>All Toddler tea children arrive at Jennifer's Blue door. All Toddler tea children leave from Jennifer's Blue door. 1 staff goes to door at allotted time wearing a mask. All other children kept away from the door.</p> <p>Every time you put on, or take off your mask you must wash your hands before touching the mask. Store the mask in a sealed plastic bag.</p> <p>Tea person completes register and takes to office by end of day.</p>
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Jennifer's group of children arrive /collected from blue doors

Time	Total	Procedure
8.30-8.40	6 children --	<p>All Toddler breakfast children arrive at Blue door (6 children). One member of staff goes to the door at allotted time (wearing a mask) while other children are sitting down with a key person.</p> <p>Every time you put on, or take off your mask you must wash your hands before touching the mask. Store the mask in a sealed plastic bag.</p> <p>Breakfast person completes register and takes to office by 9.00am.</p>
9.30-9.40	1 staff stay with b'fast children 1 staff at door wearing a mask	<p>Albert or Diana stand outside wearing a mask checking register and monitoring safe arrival, security and distancing.</p> <p>Every time you put on, or take off your mask you must wash your hands before touching the mask. Store the mask in a sealed plastic bag.</p>
12.30 home	1 staff on door wearing a mask	<p>Every time you put on, or take off your mask you must wash your hands before touching the mask. Store the mask in a sealed plastic bag.</p>
1.30	1 staff on door wearing a mask.	<p>Every time you put on, or take off your mask you must wash your hands before touching the mask. Store the mask in a sealed plastic bag.</p>
3.15-3.30 home	1 staff on door wearing a mask.	<p>Every time you put on, or take off your mask you must wash your hands before touching the mask. Store the mask in a sealed plastic bag.</p>
4.20-4.30	All Toddler tea children leave from Jennifer's Blue door.	<p>1 staff goes to door at allotted time wearing a mask. All other children kept away from the door. Every time you put on, or take off your mask you must wash your hands before touching the mask. Store the mask in a sealed plastic bag.</p> <p>Tea person completes register and takes to office by end of day.</p>

Individual Risk Assessment Form If you answer NO to all questions, then no further action is required.

General Information						
Employee Name(s):				Job Title:		
Line manager				Managers' job title		
Building / Service:				Working hours:		
Date of Assessment:				Review date:		
Risk Group / other factors:	<i>Please tick appropriate box:</i>	Yes	No	Current role involves:	<i>Please tick appropriate box:</i>	<input type="checkbox"/>
	Clinically extremely vulnerable - notified by NHS as in very high risk group requiring Shielding				Providing care within 2 meters	

	Clinically vulnerable – over 70 or underlying health condition as per the NHS list				Visiting people’s home e.g. repairs	
	Pregnant				Working in the community e.g. caretaking, community safety	
	Black, Asian and Minority Ethnic (BAME)				Meeting with residents in our buildings	
	Mental health - impact on mental wellbeing				Providing a support service (e.g. training)	
	Other specific concerns <i>e.g. caring for someone vulnerable...</i>			If yes, provide brief description		

IMPORTANT INFORMATION ABOUT THE DEMOGRAPHIC AND HEALTH RISKS ASSOCIATED WITH COVID 19

Health conditions associated with an increased COVID-19 Risk?

The Government are advising those who are at increased risk of severe illness from coronavirus (COVID-19) to be particularly stringent in following social distancing measures. This group includes those who are shielding and those :

With an underlying health condition listed below (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds):

- chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
- diabetes
- problems with your spleen – for example, sickle cell disease or if you have had your spleen removed
- a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy
- being seriously overweight (a body mass index (BMI) of 40 or above)
- those who are pregnant

Demographic factors associated with an increased Covid-19 Risk

The emerging evidence suggests there are three key things that can affect people's vulnerability, or 'risk factor': Age, Gender, and Ethnicity. Put simply, older people, men, and people from Black, Asian and Minority Ethnic (BAME) communities seem to be at greater risk from Covid-19. The causes of these increased risk factors are not yet fully understood, and further research is taking place right now.

Age:

The evidence shows that age is a clear risk factor. This is why the government measures are in place for the over-70s in terms of self-isolation. Compared to people in their 40s, those in their 60s could be up to eight-times more at risk, and people in their 70s could be 25-times or more at risk. So in our teams we need to make sure we are taking action to reduce older colleagues' exposure to the Coronavirus.

Gender:

The risk for men of becoming seriously ill from COVID-19 appears likely to be between 1.5 to 2.5 times greater than for women. This seems to increase with age from 40 up to 85. We need to consider people's gender when assessing their risk from COVID-19, especially amongst older colleagues.

Ethnicity:

Emerging data and research suggests that BAME people are at greater risk from COVID-19, compared to their white counterparts. A recent UK study by the Intensive Care National Audit and Research Centre found that 35% of 2,000 COVID-19 patients were non-white, which is nearly triple the 13% proportion in the wider UK population. From this, Asian patients were two-times more likely to be most seriously ill, and black patients 3.4-times more likely, compared to white patients. Similar findings have emerged from studies in the US, as well. In some sectors, BAME colleagues are disproportionately represented in the workforce. We are taking these findings very seriously and on this basis, we must take colleagues' ethnicity into account when assessing their risk from COVID-19.

RISK	SCORE 1	x	SCORE 2	x	SCORE 3	x	SCORE 4	x
AGE	Below the age of 49		50-59		60-69		70+	
GENDER AND ETHNICITY	Female White		Female Asian		Male Asian		N.B For other non-white ethnic groups besides Asian and Black kindly score alongside the Asian profile.	
			Male White		Female Black			
			Male Black					
STATUS OF CONDITION See NHS conditions	None <i>No underlying health condition</i>		Mild <i>Health condition identified as low risk. Condition is mild or well managed</i>		Moderate Health condition identified as moderate risk from criteria. (Clinically Vulnerable)		High Health condition identified as high risk from criteria (Clinically Extremely Vulnerable Shielding staff)	
PREGNANT							<i>From 28 weeks' gestation, or with underlying health conditions, should be recommended to stay at home and considering flexibility in working from home in a different capacity</i>	

TOTAL RISK SCORE AND SUGGESTED ACTION					
Total Score 1-6		Total Score 7-8		Total Score 9 + or Any Individual Score of 4	
Continue working in usual environment following all safety precautions (social distancing, hand hygiene) where possible		Consider how to make role safer e.g. by avoiding direct contact with others and following all safety precautions (social distancing & hand hygiene) where possible.		Consider home working or if this is not possible review job role to avoid direct contact with others and ensure strict social distancing measures and/or provision of Personal Protective Equipment (PPE). Alternatively explore moving to a lower risk area. If there are concerns about continuing in role HR advice may need to be sought and/or an Occupational Health Return to Work online assessment completed.	

