

Covid-19

Risk Assessment

September 2020

Reviewed November 2020

Reviewed December 2020 with support and suggestion from Environmental Health

Risk: Transmission through contact			
Action	Who	Measures taken	RAG rating
To create strategies for social distancing in school by considering: Age of children Space Number of children Parents	All staff	<ul style="list-style-type: none">• Parents will bring children via side gate and exit by gate at the top of the garden.• Parents are not permitted inside the school building. If child not settling, parents to allow staff to take child inside, or try to settle child outside, or take child home.• Parents to wear masks at drop off and collection, unless exempt on medical grounds.• Parents reminded to stay at least 2 metres apart when waiting for children.	
To reduce risk of exposure to COVID-19	All staff	<ul style="list-style-type: none">• Apron, mask and gloves available if staff wish when supporting children with personal care.• PPE to be stored centrally	
To reduce risk of exposure to COVID-19 by considering: <ul style="list-style-type: none">• PPE provision for emergency purposes	All staff	<ul style="list-style-type: none">• When an adult is caring for a child with symptoms of Coronavirus - mask to be worn. Adults dealing with a suspected Covid case will wear PPE comprising	

<ul style="list-style-type: none"> • Move to a safe area away from others in the building 		<p>mask, disposable apron and disposable gloves.</p> <ul style="list-style-type: none"> • Adults to ensure all PPE disposed of appropriately-PPE will be placed in a bag and kept for 72 hours, and then placed in normal waste. In the event a test result is returned before 72 hours, and is negative, PPE can be disposed of immediately. • Keep as much distance as possible, bearing in mind age of child. • Child and adult to isolate in an area of the building away from others: Reception area. • Areas where child has been/touched to be cleaned. • Adult to thoroughly wash hands once child has been collected. 	
<p>To establish a procedure when a child develops symptoms.</p>	<p>All staff</p>	<ul style="list-style-type: none"> • If a child has a temperature of 38+ we will advise for them to remain at home for ten days, or parents and arrange a test if they wish. • If a child develops a new dry cough, we will monitor to assess whether it is continuous. If we assess the child has a dry continuous cough we will move the child to the reception area, adult to wear PPE. • Parents contacted to collect the child- arrange a test, or not return to nursery for two weeks. 	

<p>To establish procedures to ensure regular hand washing in accordance with guidelines</p>	<p>All staff and parents</p>	<ul style="list-style-type: none"> • Soap dispensers to be full-need to be checked daily. • Children encouraged to wash hands when entering school, and before eating. Hand sanitiser used in between. Also add hand lotion to prevent children's hands becoming sore. • Adults to model/ensure children wash hands after sneezing and coughing-hand sanitiser can be used in these situations. • When an adult coughs/sneezes, model using hand sanitiser to clean hands. • Hand sanitiser readily available in all rooms and outside. • Adults to use sanitiser when they arrive and leave 	
<p>To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19</p>	<p>All staff</p>	<p>Identified room has been located enabling and contagion be contained-main reception area.</p>	
<p>Lunch arrangements</p> <ul style="list-style-type: none"> • Staff • Children 	<p>Parents Beccy will spray lunch boxes in the morning.</p> <p>Hand sanitiser must be in lunch barn to allow adults to wash hands when they</p>	<p>Children lunch</p> <ul style="list-style-type: none"> • Parents will place lunches on the trolley outside. • Boxes cleaned on the outside with anti-bac when they arrive • Lunch to take place in lunch barn • Adults socially distance themselves from other adults. • Tables and chairs cleaned with anti-bac after lunch. 	

	have touched packets/etc.	<p>Adult lunch</p> <ul style="list-style-type: none"> Adults must ensure they are socially distanced in staff room-maximum of four adults. Windows open for ventilation. 	
Risk: Attendance-staff and children			
Identify staffing levels to ensure the reintegration of pupils adheres to social distancing guidelines	Beccy	<ul style="list-style-type: none"> All staff will be in, working normal hours Social distancing guidelines will apply to adult engagement, but not child support. <p>Staffing minimum numbers as of: November: WR2: 2 WR3/4: 4</p>	
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation	Beccy	<ul style="list-style-type: none"> HT will endeavour to keep staff updated with changes to procedures and guidance. 	
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	Beccy	<ul style="list-style-type: none"> Details provided of safeguarding measures in place to mitigate risk of infection- clear guidelines and expectations. Clear expectations of parents will be shared. 	
Processes and procedures are established and shared with Parents for pick up and drop off arrangements	Beccy	<ul style="list-style-type: none"> Staggered start and end times have been shared. Expectation shared with parents-parents/carers will be asked to wait if late/early. 	

Cleaning regime	All staff	<ul style="list-style-type: none"> • Door handles/regularly touched surfaces will continue to be cleaned once all staff are in. • Smart board, computers/iPad to be cleaned during the session. • Cleaner cleans thoroughly at the end of each day. • Still have a Team A/B toilet. All adults to use anti-bac to clean taps, door handle and toilet lever after use. • Staff responsible for regularly cleaning surfaces throughout the session. • Resources cleaned in Milton at the end of each day. • Staff to ensure that the correct ratio to cleaner/water used to ensure the cleaning product is effective. 	
		<ul style="list-style-type: none"> • Flow chart and information shared with all staff in the form of a flow chart - what to do if suspected/confirmed case is in school. Cleaning standard and procedures. • Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: Door handles Table tops Toys Teaching equipment/resources-including whiteboard/iPad/computers/mouse Light switches Toilets 	

		<p>Sink areas and taps All adults to wipe photocopier and laminator in staff room after use.</p>	
Ensure cleanliness of outdoor equipment is maintained	All staff	<p>Outside equipment will be part of cleaning regime. Equipment to be cleaned at the end of the day. Cleaning schedule to be followed by all staff.</p>	
Office		<ul style="list-style-type: none"> • Kate and Bev to ensure they use anti-bac to clean phone and other regularly touched items such as photocopier.phones/printers • No more than three adults in the office at one time - all socially distanced. As much as possible team to communicate with Bev and Kate through window and not enter the office. 	
Risk: Safeguarding			
Water checks	Kate Beccy	<p>Water being checked monthly Taps not regularly used, flushed through</p> <p>Checks carried out to ensure that:</p> <ul style="list-style-type: none"> • all fire doors are operational • fire alarm system and emergency lights are operational 	