

**RISK ASSESSMENT FOR:
School activities during COVID 19
outbreak.**

During this evolving situation we, the school, will monitor and follow current government guidance



Establishment: Heath Lane Nursery School	Assessment by: Hayley Yendell	Date: 20/05/20 REVIEWED by Headteacher (HY) 8/06/2020 Reviewed by Headteacher (HY) 28/08/2020 Reviewed by Headteacher (HY) 16/09/2020
Risk assessment number/ref: RA-001	Manager Approval: Approved by Governors	Date: 18/09/20

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Individual risk factors	Staff, Children / wider contacts Spread of COVID 19	<p>Children</p> <ul style="list-style-type: none"> All staff and students who have underlying health conditions to be discussed with the Head teacher prior to them entering the school. Ensure extremely vulnerable persons are following specific medical advice. Children who live in a household with someone who is extremely clinically vulnerable should supported in line with government guidance. Existing individual Health care plans in place for children to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. <p>Staff</p> <ul style="list-style-type: none"> Vulnerable individuals to have a risk assessment undertaken on their role and ability to maintain recommended social distancing. Consider if these staff are able to work from home (supporting remote education etc.) or adaptations can be made to their hours and/or conditions Staff who live in a household with someone who is extremely clinically vulnerable should supported in line with government guidance. 	<p>Staff to review healthcare plans September 2020</p> <p>Corona Virus symptom flow chart to be shared with parents electronically</p> <p>Staff to provide documentation to Headteacher</p> <p>Corona Virus symptom flow chart to be shared with staff in inset</p>	<p>KF/KR/HY</p> <p>Individual staff members</p> <p>Head</p> <p>Head</p> <p>Headteacher and staff member</p>	<p>ASAP Staff planning meeting 4th September</p> <p>Ongoing</p> <p>During the WB 31st August</p> <p>1st September</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>

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		Any existing individual risk assessments to be reviewed.	Headteacher to carry out individual risk assessments as required		WB 31 st August 2020	
Suspected case whilst working on site	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>If a staff member or child displays symptoms of coronavirus as outlined in current guidance they should: -</p> <p>Ensure Head is notified.</p> <ul style="list-style-type: none"> Go home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate. See https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care School staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. Clear message to parents that if a child is unwell at school they are to be sent home or collected immediately. Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. Symptomatic staff should be excluded for 7 days from when symptoms started Staff who have a symptomatic household member must stay at home and self-isolate for 14 days. The 14-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to work 7 days after their symptoms started. See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance <p>Testing</p> <ul style="list-style-type: none"> As part of national programme for essential workers' school staff with symptoms should book a test confirming the results to the school. Headteacher to consider if the family would benefit from receiving a home testing kit provided by the school 	<p>Staff to be reminded of protocol and procedure in Inset</p> <p>Staff to remove themselves from the building</p> <p>Child; staff member to remove themselves and child to the self isolation room-wear PPE provided-office to contact parent immediately.</p>	<p>Head</p> <p>Individual staff member</p> <p>In the event of a vulnerable child becoming symptomatic</p>	Wb 31 st /08/2020	Complete

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		https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers				
General Transmission of COVID-19 Maintenance of social distancing; Effective hygiene protocols	Staff, Students / pupils / wider contacts Spread of COVID 19	All staff to maintain recommended social distancing in line with guidance as far as is reasonable. From September 1 st : Share protocols for the following strategies in place for minimising the risk of transmitting COVID to staff and parents: <ul style="list-style-type: none"> • All facilities are provided which contain suitable levels of soap and paper towels. • Alcohol hand sanitiser provided in the entrance/exit and should be used by all persons when entering/leaving. • Alcohol hand sanitiser to be used regularly by staff and children throughout the session/s • All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. • Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance. • Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels. • Tissues will be provided for classrooms. Staff to replenish as needed. • Children to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. • Wiping station set up-children to be taught how to use hygienically and appropriately in the first few weeks of term • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored. • Whilst it will be acknowledged that social distancing cannot be maintained for children this young and there will be no expectation to staff should avoid planning any activities that encourage close contact with others • Equipment/resources will be reduced to ensure that they can be cleaned easily and regularly 	Staff to be reminded of procedures Site staff to replenish cleaning and sanitising products Parents sent updates regarding procedures in place. Staff Team	Ongoing Ongoing	During inset on 1 st September	Complete In place In place

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		<ul style="list-style-type: none"> Key touch points will be identified and regularly wiped down by all staff All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. All staff, students and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance. 	HCC Poster to be shared and displayed	Head and admin team	WB 01/09/2020	complete
Access to & egress from site	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Parents and Children</p> <ul style="list-style-type: none"> Introduce soft start to the morning session to reduce congestion and contact at all times. Established one-way system to be shared with parents-entry in the school gate and exit through the lower garden gate. Discourage parents picking up their children from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection. Communicate expectations to parents (including only 1 parent to attend at drop off / collection) <p>Visitors</p> <ul style="list-style-type: none"> Only essential visitors will be permitted onto the school site. All visitors / building users are aware of expectations. They must follow social distancing, mask wearing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene. <p>Staff</p> <p>On arrival all staff are required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room.</p>	<p>A one way drop off system has been planned and will be communicated to staff and parents.</p> <p>Arrows to be checked for visibility</p> <p>Expectations to be shared on visit</p> <p>No unplanned visitors allowed on site during this time. Expectations communicated with visitors prior to visit</p> <p>Discuss expectations/entry procedures with essential visitors prior to arrival.</p>	<p>Head and admin team</p> <p>Head and site team</p> <p>As appropriate</p>	<p>WB 01/09/2020</p> <p>WB 01/09/2020</p>	<p>Established</p> <p>Complete</p> <p>Established</p>
Contact points Equipment use printers, workstations, apparatus, machinery etc.	Staff, Students / pupils / wider contacts Spread of COVID 19	<p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Activities and resources</p> <ul style="list-style-type: none"> All shared resources to be cleaned after use Schools to ensure anti-bacterial wipes are available Reduce volume of resources and ensure those on display/available for selection can be rotated or can be easily cleaned 	<p>Children to be provided with own cup which will be washed in the dishwasher at the end of the session.</p> <p>Enhanced cleaning programme to be in place-</p>	<p>Adults with group</p> <p>Site team</p> <p>Site and staff team</p>	<p>Continued</p>	<p>In Place</p> <p>In place</p> <p>In place</p>

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			Signage used to identify regular touch points.			
Proximity of students/ staff	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> Limit the number of staff in each room/area to allow for social distancing guidance to be followed. Encourage working from home/off site where possible Consider if 'unnecessary' equipment can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.) Staff are to maintain a safe distance between each other (2 metres) where possible including during lunch breaks and meetings Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. <p>Outdoor space</p> <ul style="list-style-type: none"> Avoid any group activities that require pupils to be in close physical contact with each other. Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously Consider opportunities for outdoor learning to assist in social distancing. Staff to follow social distancing guidance close working in rooms etc. and should not use offices / rooms where distancing cannot be maintained. <p>Meetings / 1-2-1's / training Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain recommended distancing; or via electronic means (Microsoft Teams/zoom etc.)</p> <p>Offices / IT suites etc. Workstations acceptable distance apart / alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks.</p>	<p>Environment audited and unnecessary equipment removed and stored</p> <p>Inform / remind parents that children will not be required to socially distance in all communication All windows to be open throughout the sessions including the roof skylight</p> <p>The daily/session routine to include significant proportions of time spent in group demarcated outside space</p> <p>All whole staff meetings/teacher team meetings to be conducted through zoom or socially distanced in large room</p> <p>Remote working to be co-ordinated by Office manager</p>	<p>Head and staff team</p> <p>As above</p> <p>HY/Admin team Head/teaching team</p> <p>Head/teaching team</p> <p>Head and teaching team</p> <p>HY/Office manager</p> <p>CD/HfL technical team</p>	<p>All ongoing</p>	<p>In Place</p> <p>Complete</p> <p>In place</p> <p>In place</p> <p>In place</p> <p>Complete</p>

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Snack / lunchtimes	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> Reinforce handwashing prior to eating food. Staff member to be allocated to the snack area to ensure good hygiene procedures followed at all times Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. The areas used for eating must be thoroughly cleaned at the end of eating. 	Drinking water and individual cups to be provided throughout the sessions.	Head and staff team		In place
Cleaning	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> 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. Thorough cleaning of rooms and outdoor area at the end of the day. <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day. 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>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 after all PPE has been removed. 	Contact points identified with clear signage Staff deployed to clean throughout the session	Head and site team Head and site team	August	In place In place

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		<ul style="list-style-type: none"> • PPE to be double-bagged, then stored securely for 72 hours then thrown away in the initial bin after cleaning is finished. • Any cloths and mop heads used must be disposed of as single use items. • Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Only cleaning products supplied by the school / contract cleaners are to be used. 	<p>Check all cleaning products are on the school COSHH register</p> <p>Staff reminded not to bring products from home.</p>	Head and site team (including CD)	August	Complete
Contractors	Contractors, Staff, Students / pupils / wider contacts, Spread of COVID 19	<ul style="list-style-type: none"> • Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. • 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 the site. • Site inductions are to be carried out following social distancing principles • School's to seek confirmation of the contractors method statement / risk assessment. 			Ongoing	In place
Lack of awareness of PHE / school controls	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> • Posters will be displayed in suitable places around site. • Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. 	Staff Inset to deliver briefing	HY	Wb 31/08/20	Complete

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Provision of first aid	Staff, children / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> It is accepted that recommended social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum where able to do so. Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. <p>See also 'provision of personal care' and 'Suspected case whilst working on site'.</p>	Staff to be reminded of the procedures during inset	Head	1 st September 2020	Complete
Provision of personal care	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.) Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough or high temperature) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. 	None – intimate care changing procedures in place.			In place
Emergency procedures (Fire alarm activations etc.)	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period). 				
Deliveries & Waste collection.	Staff, Students / pupils / wider contacts Spread of COVID 19	<ul style="list-style-type: none"> Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). 	Staff to ensure that Sanitizer in foyer area is replenished when required Contact point signs to be put up	Head/CD Head/CD		In place
Staffing levels	Staff, Students / pupils	<ul style="list-style-type: none"> Decisions on staffing levels made dependent on numbers / needs of pupils present in school. 	EYFS statutory framework to be referred to	Head	ongoing	

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	Spread of COVID 19 Wider safeguarding / safety risks	<ul style="list-style-type: none"> Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc. maintained) <p>Options such as partial closure/reduced hours will only be used in the event of staff shortages.</p>				
Premises safety	Staff, Students / pupils Wider safeguarding / safety risks	<ul style="list-style-type: none"> Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets thorough in areas of the school which have been closed for period of time. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.) 	CD/PH to contact external providers regarding recent/delayed premises checks None	HY / CD	Ongoing	In place

Previous Relevant links:

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

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/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>

Current Relevant Links:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<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/guidance/nhs-test-and-trace-how-it-works>