

RISK ASSESSMENT FOR:
School activities during COVID 19 outbreak.

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



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| 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) 18/09/2020 Reviewed by Headteacher (HY) 02/11/2020 Reviewed by Headteacher (HY) 02/01/2021 Reviewed by Headteacher (HY) 19/03/21 |
| Risk assessment number/ref: RA-001 | Manager Approval: Approved by Governors | Date: March 2021 |

| 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 |
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| Individual risk factors | Staff, Children / wider contacts Spread of COVID 19 | Children <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. Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms. Staff <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 | | | | |

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| | | <ul style="list-style-type: none"> • Staff who are clinically extremely vulnerable should supported in line with government guidance. • Any existing individual risk assessments to be reviewed. | Headteacher to carry out individual risk assessments as required | | | |
| Suspected case whilst working on site | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <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. • All 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) • Students / staff informed via NHS test and trace or the NHS COVID-19 App they have been in close contact with a positive case to self-isolate for 10 days (reduced from 14 days from Monday 14th December). See https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ <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. | | | | |

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| | | <ul style="list-style-type: none"> Headteacher to consider if the family would benefit from receiving a home testing kit provided by the school https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers Anyone who has had contact with those with symptoms to wash hands thoroughly. | | | | |
| <p>General Transmission of COVID-19</p> <p>Maintenance of social distancing; Effective hygiene protocols</p> | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <p>All staff to maintain recommended social distancing in line with guidance as far as is reasonable.</p> <p>Share protocols for the following strategies in place for minimising the risk of transmitting COVID to staff and parents:</p> <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. 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 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 | | | | |

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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 as per Government guidance. <p>Lateral Flow Testing</p> <ul style="list-style-type: none"> All staff and Students on site to take part in lateral flow testing twice a week. Staff to report test results to the office manager and the NHS as per guidelines. Staff and students to continue this procedures during the Easter break to support track and trace. | <p>Staff provided with lateral flow kits and guidance to support the effective use</p> <p>Staff and students to be provided with test materials.</p> | | | |
| <p>Access to & egress from site</p> | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <p>Parents and Children</p> <ul style="list-style-type: none"> Continue soft start to sessions to reduce congestion and contact at drop off Parents/adults collecting to wear masks/face coverings when on school site School staff to wear masks/face coverings whenever parent facing Established one-way system to be shared with parents-entry in the school gate and exit through the lower garden gate. UNLESS BUILDING WORKS MAKES THIS USAFE THEN OTHER SYSTEMS WILL BE SHARED WITH PARENTS. Discourage parents from gathering at the school gates. Introduce visual aids to help parents socially distance / supervise entry and collection. Communicate expectations to parents Communicate 'Only 1 adult to come on site at drop off / collection' to minimise the number of adults on site. <p>Visitors</p> <ul style="list-style-type: none"> Only visitors essential to the safe running of the building or improving the welfare of children 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, Students & Visitors</p> | <p>Email with all measures parents can help with to be sent out</p> <p>Arrows to be checked for visibility</p> <p>Sandwich board reminding parents of social distancing to be displayed</p> | <p>Head and admin team</p> <p>Head and Office manager</p> <p>Head and Office manager</p> | <p>Ongoing reminders in newsletters / email communication</p> | <p>√ 22nd March 2021</p> |

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| | | <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> | Remote working to be co-ordinated by Head and Office manager | CD/HfL technical team | | |
| Snack / lunchtimes | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <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 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. New table covers to be used for lunch time | Purchase spare set of table covers | | | |
| Cleaning | <p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p> | <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> | | | | |

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| | | <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. • 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. • All cleaning products are on the school COSHH register | | | | |
| 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 contractor's method statement / risk assessment. | | | | |
| Lack of awareness of | Staff, | <ul style="list-style-type: none"> • Posters will be displayed in suitable places around site. | Staff Inset to deliver briefing | Head | January 4 th 2021 Inset | |

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| PHE / school controls | Students / pupils / wider contacts Spread of COVID 19 | <ul style="list-style-type: none"> 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. | | | | |
| 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> | | | | |
| 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. | | | | |
| 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 | <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 | Head/CD Head/CD | Ongoing | |

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| | Spread of COVID 19 | | Contact point signs to be put up | | | |
| Staffing levels | Staff, Students / pupils Spread of COVID 19 Wider safeguarding / safety risks | <ul style="list-style-type: none"> Decisions on staffing levels made dependent on numbers / needs of pupils present in school. 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/closure will only be used in the event of reduced staffing making opening unsafe or a change in government direction.</p> | EYFS statutory framework to be referred to and contextual information to be included by school leaders (such as the level of support required by individual children.) | Head and governors | ongoing | |
| 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.) | | | | |

Relevant links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Guidance for full opening from Sept 2020

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

Protective measures for holiday and after-school clubs <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#consider-group>

Face coverings in Education <https://www.gov.uk/government/publications/face-coverings-in-education>

New National Restrictions to control the spread of coronavirus (COVID-19) impact education, childcare and children's social care settings

<https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

New national restrictions from Nov 5th <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

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

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>

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>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>