

Low Hill Nursery School

Covid-19 Risk Assessment 2020



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff	<ul style="list-style-type: none"> All staff to complete "prevent COVID-19" through the virtual college 	M	-Staff given time to complete the prevent covid19 training	SLT	05.06.20	✓
	Pupils Cleaners Contractors Visitors to your premises Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who	<p><u>Arriving to school</u></p> <ul style="list-style-type: none"> Inform Parents of the entrance and exit points Parent and carers encouraged to socially distance when waiting for the school to open. Parents/carers permitted to enter the building due to the age of the children and the number of children in the school Barriers / screens · Barriers/screens to be used by reception staff when dealing with parents/visitors/contractor <p><u>Controlling other users of building (visitors / contractors)</u></p> <ul style="list-style-type: none"> Compulsory handwashing / use of gel before entering school. Social distancing measures in place 		-Staggered start and end times for different rooms -Induction/Welcome back sessions allowing for the numbers of children and families to gradually build. -Parents/carers will be asked to sanitize and to wear a facemask when entering the school. This will allow us to continue with best practice transitions but also to ensure that we are taking safety measures into account. SLT to monitor	SLT	Ongoing	

	physically comes in contact with you in relation to your operations	<p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. • Stringent hand washing taking place. • Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. • Staff to model and teach children hand washing techniques. • Drying of hands with disposable paper towels. • Children to wash hands before and after eating a snack and before and after eating dinner. • Hand sanitisers meeting a minimum of 70% alcohol content sited in any area where washing facilities not readily available • Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. • Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. • Appropriate receptacles for disposal of tissues which are emptied throughout the day. • Pupils discouraged from sharing cutlery, cups or food. • Parents informed of hygiene expectations and to advise its discussed with their children. • Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. • Areas are kept well ventilated using natural ventilation where possible. 	<p>-When children return to nursery or start the focus will be on wellbeing but also health and self-care. RH planned daily adult led activities to model hand washing and hygiene practices with the children.</p> <p>-RH to monitor the supplies of tissues/hand gels/hand wash daily and report to NS if replacements are needed.</p> <p>-Previously children would help prepare fruit. This will be done by a practitioner. Each child will have own fruit bowl and will not choose from a larger bowl. Toast will not be served on a larger plate for children to choose but in an individual bowl.</p> <p>-Regular Facebook posts/letters that communicate expectations and information regarding covid-19</p>	RH	Ongoing	
				RH	Ongoing	
				Staff	Ongoing	
				NS	Ongoing	

		<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. • Meet with cleaning staff to review cleaning arrangement and make any necessary changes. • Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets using appropriate cleaning products and methods. • Rigorous checks to be carried out by senior leaders to ensure that the necessary procedures are being followed. • All cutlery and cups are thoroughly cleaned before and after use. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the setting if they are displaying any symptoms of coronavirus (COVID-19). • Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government. • Cohorts are kept together and where ever possible different groups are not mixed. • Where possible the same teacher / staff members are assigned to each group and stay the same during the day. • Staff reminded daily of the importance of social distancing both in the workplace and outside of it. • Social distancing also to be adhered to in staff rest areas, staff room 		<p>-Practitioners will take on cleaning responsibilities additional to the usual cleaning that is carried out. The children have staggered start and finish times, which will allow cleaning to be undertaken throughout the day.</p> <p>-Shared resources between different classes/bubbles to be cleaned frequently and where possible left for a period of 48 hours before being used.</p> <p>-Children have staggered start and finish times.</p> <p>-Floor markings on the ground outside the school so parents are aware where it is acceptable to wait for school to open.</p> <p>-Parents to be informed about what they need to bring to school to ensure that items are being brought into school are kept to a minimum</p>	<p>Staff</p> <p>NS</p> <p>Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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		<ul style="list-style-type: none"> • Leadership checks to ensure this is adhered to. • The drop off and collection times of groups have been staggered to minimise the amount of parents on site. <p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> • School will cease hand shaking of children and visitors. • Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. • Children are encouraged not to bring unnecessary items into school from home <p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance until they are able to take a test • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. • If a member of staff becomes symptomatic a senior leader will maintain regular remote contact during this time. 					<p>-NS to check and ensure that the school is following the most upto date guidance when dealing with a suspected case of covid-19</p>	NS			
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Testing positive

- 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 7 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 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Manage positive cases amongst the school community

- 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.
- The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
- The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were

		<p>last in close contact with that person when they were infectious.</p> <p>Close contact means</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person • The health protection team will provide definitive advice on who must be sent home. To support them in doing so • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and: <ul style="list-style-type: none"> • If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' 					
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		<p><u>Testing Negative</u></p> <ul style="list-style-type: none">• If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. <p><u>Contain an outbreak</u></p> <ul style="list-style-type: none">• If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.• In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams <p><u>Local outbreak</u></p> <ul style="list-style-type: none">• In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.• Schools will also need a contingency plan for this eventuality. <p>This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.</p>					
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		<ul style="list-style-type: none"> Always wash hands after contact 					
Intimate care Lack of infection control	Staff	<ul style="list-style-type: none"> When staff are carrying out any intimate care they must: Wear gloves Wear a mask Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin) Soiled clothes to be double bagged and given to Parents on collection of child. Staff must wash their hands once gloves and masks are removed Record all intimate care carried out. 	M	-RH/GN to communicate when PPE needs to be replaced.	Staff	Ongoing	
SEND pupils	Staff Other pupils	<ul style="list-style-type: none"> Pupils who have complex needs or who need close contact care, will continue as normal. A risk assessment will be required to ensure staff who care for these pupils do not have any medical conditions which may put them in an at risk category. 	H	-EJ to assess the risk of new pupils with SEND and what additional measures need to be put in place to mitigate risk	EJ		
Teacher / staff shortage		<ul style="list-style-type: none"> HT monitors daily any staff absence. Senior leaders to monitor staffing levels and make adjustments where needed. Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 	H	-NS to agree the level and type of communication if a staff member displays symptoms of covid-19	NS	Ongoing	
Pregnant staff	Pregnant person	<ul style="list-style-type: none"> As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. 	H	-NS to follow update guidelines regarding pregnant members of staff	NS	Ongoing	

		<ul style="list-style-type: none"> Expectant mothers risk assessments must be carried out and risk control measures put in place. 					
Staff who may otherwise be at increased risk from COVID 19		<ul style="list-style-type: none"> Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. 	H	-NS to follow update guidelines regarding High risk groups of staff	NS	Ongoing	
Parent wishing to talk to staff	Staff parent	<ul style="list-style-type: none"> While parents are being allowed into the school due to the age and nature of the setting, they will be discouraged from having lengthy conversations with parents If a parent needs to speak to their child's keyworker then this will be done over the phone or a convenient time will be arranged where social distancing can take place and or the wearing of face masks. 	M	-RH/GN to monitor and feedback to NS if current measures are working when communicating with parents and carers	NS	Ongoing	
Track and Trace	Staff Pupils Visitors	<ul style="list-style-type: none"> If a pupil or member of staff or others are showing symptoms, they must go home immediately to self-isolate. The school to inform staff and Parents and be encouraged to take a test if they are displaying symptoms. All children can be tested (including children under 5) 		-The School to record visitors details on the online sign in system. This will ensure there are no GDPR breaches. Visitors from the previous two weeks will be contacted to inform of a positive case or suspected case of covid-19.			

Impact on physical and mental health		<ul style="list-style-type: none"> Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health Senior leaders will offer support to staff who are affected by Coronavirus or has a family member affected. Regular communication of mental health information open-door policy for those who need additional support. Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through Involve workers in completing risk assessments so they can help identify potential problems and identify solutions Keep workers updated on what is happening so they feel involved and reassured 	M	<p>-NS complete individual risk assessments with individual staff members as required</p> <p>-Wellbeing will continue to be at the heart of Low Hill Nursery school. Mental health & wellbeing awareness will continue to be promoted within the setting.</p>	NS	ongoing	
Students and volunteers on placement	Students/ volunteers	<ul style="list-style-type: none"> Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible. 	M	-MD to discuss covid measures when volunteering or on placement at LHNS that need to be adhered too.	MD	Ongoing	
Risk of infection on an Educational Visits	Pupils Staff	<ul style="list-style-type: none"> Autumn term trips can commence, Make use of outdoor spaces in local areas Full suitable and sufficient risk assessments to be put in place for each trip to identify specific risks 	M				
Safeguarding concerns	Safeguarding	<ul style="list-style-type: none"> Always follow the statutory safeguarding guidance Designated safeguarding leads and deputies provided with more time in the first few weeks of term to help support staff and children regarding any additional or new safeguarding referrals 	M	<p>-Pastoral team increased to support the recovery from covid-19</p> <p>-Continue to be a trauma informed school</p>	MD/SW	Ongoing	

		<ul style="list-style-type: none"> When parents are collecting children and are wearing a mask ensure that the child is been given to the correct parent. Use of password if unsure of parent's identity. 		-Increase in play therapy days to allow more children to be seen.			
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	Name	Position	Signature	Date	Review Date
Risk Assessor	Natalie Showell	Head Teacher		01.09.2020	01.10.2020
Senior Leader	Emma Johnson	Nursery Teacher SENCO			
	Michelle Dudley	Pastoral Manager			
	Runak Hamad	UQT			
	Pauline Mitchell	Finance officer/Business Manager			
Chair of Governors	Carol Ferron Smith	Chair of Governors			

Additional considerations:

Effective communication is key and cannot be under estimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the headteacher when they plan to return to work after having coronavirus.
- The headteacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.

