

## Risk Assessment for EYFS Spring Term 2021



**KIRKHAM**  
GRAMMAR SCHOOL

<b>Hazard</b>	Covid-19 (Coronavirus)	<b>Signed KOD/KA Spring Term 2021</b>  <b>Reviewed 21.01.21</b> <b>Agreed DHB</b> <b>Reviewed 28.01.21</b> <b>Agreed DHB</b> <b>Reviewed 26.02.21</b> <b>Agreed DHB</b>
<b>Activity</b>	EYFS (Spring Term 2021) – Pre-School pupils and KWC I1 pupils	

What are the hazards	Who might be harmed	What are you doing already	What further action is needed
Infection from Coronavirus	Pupils Staff Wider school community	<b>Review of Risk Assessment</b> <ul style="list-style-type: none"> <li>This RA should be read in conjunction with other the KGS Foundation RA for Covid-19 and the specific Covid-19 RAs.</li> <li>This RA will be reviewed and updated; if there are significant changes to our operation procedures, changes we are required to make due to updated guidance and advice from the various sources outlined with the document.</li> </ul>	
		<b>Documentation</b> <ul style="list-style-type: none"> <li>Where necessary, policies and practice have been updated to reflect changes due to the Covid-19 crisis.</li> <li>Risk assessments have been written to supersede policies and practice where necessary.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Government guidance is followed and can be found at: <ul style="list-style-type: none"> <li>○ Opening of schools <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>○ Coronavirus (COVID-19) contingency framework for education and childcare settings <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings?utm_source=c2dc1d6f-6bed-49ab-9545-882df7da7598&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings?utm_source=c2dc1d6f-6bed-49ab-9545-882df7da7598&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></li> </ul> </li> </ul>	
		<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• School families and staff kept informed of measures taken via email as necessary.</li> <li>• Communication to KGJS parents will continue, as of School return on 8 March, via School Office from Headmistress. SA (Pre-School)/LN (P-S Office) are the immediate contacts for pupil attendance in Pre-School. EYFS attendance continues to be overseen by KA and KOD.</li> <li>• Information notices about reducing the risk of spreading Covid19 will be displayed around the school site overseen by HS.</li> </ul>	
		<p><b>Information</b></p> <ul style="list-style-type: none"> <li>• Updates received, considered and acted upon where necessary. DfE, Boarding Schools Association, ASCL, AGBIS, SOH, ISC &amp; Early Years Centre/LCC.</li> </ul>	<ul style="list-style-type: none"> <li>• Reviewed &amp; shared with SLT as required.</li> </ul>
		<p><b>Travel to/from school</b></p> <ul style="list-style-type: none"> <li>• Staff are required to travel to &amp; from school from 8 March in order to resume provision of curriculum in classrooms with all pupils present (Pre-School/I1 to J4).</li> <li>• Welfare, Wraparound Care, Catering, cleaning, site safety and all office administration staff will resume from 8 March.</li> </ul>	
		<p><b>Access to school site</b></p> <ul style="list-style-type: none"> <li>• Access to school site is restricted to external visitors as per KGS Whole School Risk Assessment</li> <li>• Pre-School parents will continue to be allowed to enter P-S Reception area one at a time with their child. They will use a one-way system, entering through the door on the left of the building (when facing the building) &amp; leaving via the main door to the right.</li> <li>• EYFS/Infant pupils will enter via the School Office entrance each morning and welcomed by KOD. (Lower Junior and Upper Junior by the rear two doors. The same procedures to be followed that were in place during Autumn Term 2020.)</li> <li>• Hand sanitizers located at each entrance/exit point.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitored by I1/P-S staff/SLT</li> </ul>

		<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Necessary cleaning of resources/areas indoors/outdoors will take place accordingly. I1/Pre-School Staff will ensure specific shared resources are cleaned prior to/after use as required.</li> <li>Cleaning of high-activity areas, such as door plates/handles, desk/chairs, toilets increased and undertaken by cleaner on site throughout the day. Areas accessed by pupils cleaned continuously on a rota throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>Daily checks of areas by I1/P-S staff/SLT.</li> </ul>
		<p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>Additional sanitizers placed at high-volume pupil entrance/exit points.</li> <li>Proactive message to all attending regarding cleaning hands to prevent spread of infection. This will be monitored through notices and reminders.</li> <li>Waste paper bins are located next to sinks and at specific points in a classrooms/School Hall (KGJS).</li> </ul>	<ul style="list-style-type: none"> <li>Replenished as required</li> <li>Continuous</li> </ul>
		<p><b>Teaching &amp; Learning</b></p> <ul style="list-style-type: none"> <li>I1/Pre-School – J4 teaching and learning to continue as normal, with only minimal restrictions imposed due to operating as bubbles, provision of rooms/space and certain activities such as no indoor singing.</li> </ul>	<ul style="list-style-type: none"> <li>Daily review - SLT</li> </ul>
		<p><b>Structure of the school day</b></p> <ul style="list-style-type: none"> <li>EYFS – J4 pupils on site 8.25 am – 3.50 pm with additional pupils attending for wraparound care and/or co-curricular clubs (7.30 am – 8.25 am &amp; 3.50 pm – 6 pm)</li> <li>A range of co-curricular activities will be offered, both inside and outside in line with government guidelines/restrictions.</li> </ul>	
		<p><b>Catering</b></p> <ul style="list-style-type: none"> <li>A hot lunch will be served to all pupils from EYFS – J4.</li> <li>Water bottles should be filled as required; they will be clearly named and remain in two locations: pupil drawers (Pre-School) and adjacent to the classroom sink (EYFS – J4).</li> </ul>	
		<p><b>Monitoring of infection rates:</b> refer to KGS Whole School Risk Assessment</p>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>
		<p><b>EYFS Use of mobile phones &amp; ICT</b></p>	

		<ul style="list-style-type: none"> <li>• Staff should place their mobile phones in a secure location nearby, out of sight and reach of the pupils.</li> <li>• P-S will use School phones as required.</li> <li>• Use of any phone is for emergency contact with designated staff/SLT/School Office only.</li> <li>• Normal School Policy applies with regards to the use of mobile phones and ICT in EYFS.</li> <li>• Staff should not use their own electronic devices when with the pupils.</li> </ul>	
		<p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• I1 pupils will use the Infant toilets.</li> <li>• Pre-School pupils will use Pre-School toilets.</li> <li>• Toilets throughout KGJS will be cleaned regularly.</li> </ul>	
		<p><b>Movement around school</b></p> <ul style="list-style-type: none"> <li>• For outdoor activities: Pre-School have two designated outdoor areas. I1 pupils to use the I1 playground.</li> <li>• Pupils will have access to regular breaks/outdoor continuous provision in the outdoors on a daily basis as weather allows.</li> <li>• Pupils remain together for the entirety of the day and will remain within sight and sound of staff at all times.</li> <li>• Indoor classroom activities will take place in an I1 classrooms, and P-S will remain in their P-S building.</li> <li>• The School Hall will be used by I1 pupils at lunch time and to take breaks; they will remain in their Infant bubble.</li> <li>• A formal headcount will be taken in P-S and I1 at regular intervals, as is usual practice, including morning and afternoon registration.</li> <li>• I1 Staff and P-S Staff will inform KOD and HS should any child not be collected at the end of the School day, as is usual practice.</li> <li>• The EYFS Daily Risk Assessment will take place every day, as is usual practice. These daily sheets will be collated and passed on to HS at the end of each week. Any areas needing action will be raised with the appropriate personnel each day as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Daily review - SLT</li> </ul>
		<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• First aid kits are located in the I1 Classrooms and Pre-School building. These will be checked by the I1 staff and Pre-School staff and replenished accordingly. HS to monitor and address accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>• I1 and Pre-School</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff will request SLT support if required.</li> <li>• EYFS – a qualified full paediatric first aid trained person is on site.</li> <li>• PPE is available for treating pupils and staff as required.</li> </ul>	staff/SLT to monitor.
	<p><b>Isolation room</b></p> <ul style="list-style-type: none"> <li>• A designated isolation room will be used in which a pupil or staff can wait until they can be collected and taken home should they become unwell.</li> </ul>	
	<p><b>PPE</b></p> <ul style="list-style-type: none"> <li>• Staff have been provided with instruction on how to wear and prepare PPE and its disposal. <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></li> <li>• Disposal of PPE will be via the yellow waste bin located in HS Office.</li> <li>• Waste will be ‘double-bagged’ with strong bin liners and stored separately for 72 hours before being disposed of in general waste.</li> </ul>	
	<p><b>Action for a person within I1 and Pre-School becoming systematic of Covid19</b></p> <ul style="list-style-type: none"> <li>• The member of staff will inform a member of SLT on duty.</li> <li>• Current government guidelines will be followed.</li> <li>• Registers are kept for contact purposes. Registers remain with HS each day. School Office and SLT staff have access to ISAMS for parent contact.</li> </ul>	
	<p><b>Clothing</b></p> <ul style="list-style-type: none"> <li>• Staff to wear business clothing as normal.</li> <li>• Pupils to wear sports kit on days of PE lessons.</li> <li>• Pre-School pupils remain in normal School clothing; washed daily.</li> <li>• Staff and pupils instructed to wash clothes frequently when returning home.</li> </ul>	
	<p><b>Buildings &amp; Rooms</b></p> <ul style="list-style-type: none"> <li>• I1 – I1 classroom, School Hall (lunch/PE) and outdoor I1 playground.</li> <li>• Pre-School – remains on Pre-School site for indoor and outdoor activities.</li> <li>• Rooms will be well ventilated through open windows/doors yet remain secure.</li> <li>• 2m distancing markers/signs updated for drop off and collection of pupils.</li> </ul>	<ul style="list-style-type: none"> <li>• Daily review - SLT</li> </ul>
	<p><b>Intruder</b></p>	

		<ul style="list-style-type: none"> <li>• Should an unknown person gain access to the outdoor area of school, staff member to contact site supervisor on numbers provided to gain initial support. Pupils to remain inside, or be taken inside to a secure location as required.</li> <li>• Should the staff member feel immediate danger to themselves/pupils then they should ring 999.</li> </ul>	
		<p><b>Fire</b></p> <ul style="list-style-type: none"> <li>• Usual protocol to be adhered to should the fire alarm sound, or a safe exit be required in the event of a fire.</li> <li>• The site supervisor will attend to assess buildings and address alarms accordingly.</li> <li>• Should a fire be found, normal School practice and policy should be adhered to.</li> </ul>	
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