



COVID-19 Risk Assessment SEPTEMBER 2020

Assessment date and updates

FIRST VERSION

17/07/20 initially drafted by Headteacher Jo O'Raw
From 20/07/20 Consulted with DHT / SBM
From 23/07/20 Consulted with Governing Board
From 24/07/20 Consulted with staff
Implemented from 3rd September 2020

Risk assessment review 1

Date 13th October 2020

CHANGES TO CONTROLS MEASURES AND OR HAZARDS (highlighted in yellow)

Face coverings – when to wear them and safe use

Twice daily additional cleaning checklist

Visitors, What to do if we have a confirmed case

Singing

Curriculum focus

Who was involved in the Review HT, DHT and GB Committee, Staff

Risk assessment review 2

Date

CHANGES TO CONTROLS MEASURES AND OR HAZARDS

Who was involved in the Review

Risk assessment review 3	Date
CHANGES TO CONTROLS MEASURES AND OR HAZARDS	
Who was involved in the Review	

Our vision statement is “A caring community of curious learners”

We take the well-being and health of our children, families and staff very seriously and as our starting point for all of our work. .

How will we support our children to settle into our new arrangements and what adjustments will we make to the Curriculum ?

We will invite our returners and our new children to a play in the garden session from Wednesday 2nd September so they can become familiar with the area they will be in.

New starters will be supported to stay for short periods initially without their family member and then this will build up based on the needs of each child.

“For children in nursery settings, teachers should focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development.” Guidance for schools

“Although singing and playing wind instruments do not currently appear to present a significantly higher risk than routine speaking and breathing at the same volume, there is now some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space.” Guidance for Early Years Settings

We will sing outdoors and focus on rhymes and chants when with a group of children indoors.

How will we support our families to feel reassured about our new arrangements ?

We will invite them to play with their child in our garden and to meet their child’s key worker.

We will share a Home Nursery Agreement.

We will share observations on Tapestry so we can have an ongoing discussion about how their child is settling.

Families can also reply to a text message to keep in touch or email us

The Headteacher or Deputy Headteacher will always be on site.

For Jo O'Raw, our Headteacher she can be emailed on

joanne.oraw@larkhill-nur.stockport.sch.uk

For Cath Evans, our Deputy Headteacher she can be emailed on

catherine.evans@larkhill-nur.stockport.sch.uk

How will we support our staff to contribute to and take ownership of the new arrangements?

All staff have been involved in contributing to this risk assessment.

Staff have undertaken individual risk assessments with the Headteacher if they are at greater risk. They have also had advice from their own GP, Nurse and Occupational Health.

Staff have discussed all of the safety measures and set up the environment on Tuesday 1st September thinking about the safety and development needs of the children, families and staff.

Staff will have an updated Staff Handbook to refer to.

Staff will work from home when they are able to e.g. our School Business manager for most of the time, for staff Development Time and the Headteacher and Deputy Headteacher when their key groups are not at Nursery.

Staff will keep in touch through our whatsapp group, private facebook page, reflections on Tapestry and zoom meetings.

Guidance referred to in the production of this document (which we ask all staff to read or watch)

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

[COVID-19: guidance for households with possible coronavirus infection](#)

<https://www.naht.org.uk/advice-and-support/coronavirus-news-and-guidance-for-school-leaders/covid-19-guidance-for-maintained-nursery-schools-and-other-early-years-settings/>

<https://www.naht.org.uk/advice-and-support/coronavirus-news-and-guidance-for-school-leaders/planning-for-a-full-return-to-school-in-september/>

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

[COVID-19: cleaning of non-healthcare settings guidance.](#)

<https://www.hse.gov.uk/coronavirus/working-safely/covid-secure.htm>

<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-100720.pdf>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-3-4>

<https://www.schoolcovidmap.org.uk/guidance>



NEU1947
Coronavirus SEPTEME

[Hand-Washing Video](#)



Putting_on_PPE_equiTaking_off_PPE_.pdf
pment.pdf



CV19 Hand wash
poster.pdf



Best_Practice_hand_
wash.pdf

This is the blank individual risk assessment from the LA for staff who may be at additional risk



Individual RA for
high risk colleagues.d

Identify people at risk	YES or NO
Staff	YES
Children	YES

Families	YES
Governors	YES
Students on placement	YES
Visitors	YES
Contractors	YES

We have considered carefully how to implement the recommended system of controls

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Identify hazard

Coming into contact with others who are unwell resulting in transmission of the virus

Control measures

1. A Home Nursery Agreement includes for children not to come in to Nursery if they are unwell and to practise social distancing in the community.
2. All children or staff who have symptoms (a continuous cough, high temperature or change to sense of taste or smell) must stay at home or be sent home and arrange to have a test. They must self-isolate for 10 days and other members of their household should self-isolate for 14 days.
3. If a member of staff becomes ill they will go home immediately and an unwell child will wait in the entrance hall to be collected by a member of their family.
4. The member of staff waiting with an unwell child in the main entrance must wear PPE. The child will sit on a chair which will be sprayed with Final Touch after the child has left
5. If we have a confirmed case we will report it to Public Health England Greater Manchester Team by
 - a) Ringing 03442250562
 - b) Press ZERO
 - c) Then option 3

Schools can also contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice.

6. Staff will engage with the NHS Test and Trace System where relevant.
7. We will minimise the number of visitors who come into Nursery and only allow those who are absolutely necessary for providing additional support to children e.g. educational psychologists or for the safe running of the building e.g. legionella water checks contractors.
8. Face coverings worn by staff as they greet families and if they have to go into an area used by another bubble (however this should be avoided if possible)
9. Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.
10. Contractors are asked to complete a visitor form including their contact details, wear a mask and use hand gel as they arrive.
11. Other professionals who need to observe the children will observe them in the garden and will be asked to complete a visitor form before they arrive and wear a mask and apply gel as they arrive.
12. Supply staff will be issued with this risk assessment and our approaches will be explained to them by the HT or DHT. (Request a member of staff who has not worked elsewhere that week)
13. Students on placements will be assigned to one bubble to minimise contacts.
14. If we have a confirmed case contacts will be asked to isolate for 14 days

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 last in

close contact with that person when they were infectious. Close contact means:

- 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

It may be necessary to close a bubble if we have insufficient staff that the children know.

Identify hazard

Poor hand hygiene, respiratory hygiene and awareness of keeping themselves safe
resulting in transmission of the virus

Control measures

1. Staff given training on good hand hygiene



Best_Practice_hand_wash.pdf

2. Staff prioritise time given to supporting children's and their own hand hygiene and ensure they do it effectively (wet hands, then add soap and rub in between fingers, around thumb, nails and wrist before rinsing off soap and drying hands thoroughly). Encouraged to have a bare arms policy when possible.
3. Staff will wash their own hands or use hand gel if they have come into contact with an object another person has handled.
4. Staff and children to wash hands as part of our routine (on arrival at Nursery, before having a drink together, before and after lunch, before going home and when visibly dirty)
5. Signs in bathrooms to demonstrate how to wash hands effectively
6. Plentiful supplies of hot water, soap, paper towels and lidded bins available.
7. Children given support to learn how to use a lidded, pedal bin. (Put foot on the pedal and not to touch the lid as it may have germs on the top)
8. Tissues available in each area and children encouraged to sneeze into a tissue, throw away the tissue and then to wash their hands (Catch it, bin it, kill it message)
9. Staff to be provided with small hand gel bottles which they can carry with them and available from dispensers positioned at a higher level so the children cannot reach them due to dangers of ingestion. There will be three hand sanitiser stations (one in the Reception area, one in the small room and one in the conservatory)

Identify hazard

Contact of surfaces and shared resources resulting in transmission of the virus

Control measures

1. Where safety is not compromised doors will be propped open to minimise the number of contacts on surfaces which take place.
2. High contact surfaces will have reminder wipe signs displayed to encourage staff to wipe frequently during the day
3. A plan of provision in each area will be devised and be updated in line with latest guidance.
4. Each bubble will have their own set of resources. The 2 year old resources will be stored in their room. The 3 and 4 year old resources will be stored in a sectioned off area of the main room. We will have some equipment which is used just by beginning or end of week children,
5. The children will have their own individual wallet which will include resources which appeal to them individually or for their age. The 2 year olds will have a photograph on to help them identify their own wallet. The 3 and 4 year olds will have their name card inside and a sticker on the outside..
6. Resources used will be those which can be easily washed or are disposable e.g. cardboards boxes and natural materials such as sticks and leaves will be used and then disposed of or can be quarantined for a week before use again.
7. Resources which can be washed between use by the beginning and end of week bubbles will be put into nets and washed in the dishwasher and air dried.
8. Books will be rotated daily in five sets, wiped and put away each day and quarantined for a week
9. Soft furnishings and blankets will be removed apart from sleep blankets which will be washed each day.
10. Tables, chairs, door handles and other surfaces cleaned with Final Touch Spray and wiped regularly
11. Children encouraged to wash hands frequently (at least on arrival, before eating and drinking, when been outdoors and when visibly dirty).
12. Children to bring in packed lunches either in a named bag which can be disposed of or a washable plastic container. No lunch bags to be sent in to Nursery.
13. The movement of bags between Nursery and Home should be kept at a minimum. Families are asked to provide a stock of nappies / change of clothing to reduce the times that a bag needs to go home.
14. Avoid sharing of instruments

Identify hazard

Lack of social distancing waiting to enter and leave Nursery resulting in direct transmission of the virus

Control measures

1. Choice of start time for BW and EW places of 8:30am or 8:45am to support families who drop older children at a number of different feeder Primary Schools. The end of the day for the children will be 2:30 or 2:45 with a small number of children staying

until 3:30pm. After the children leave staff will prepare the resources for the next day.

2. Two bubbles will have separate entrances and exits and will **not meet at all during the working day.**
3. Posters displayed emphasizing 2m social distancing and keeping everyone safe.
4. Lines spray painted along path for waiting spaces for entry in the 2 year old room side door and entry to main garden for the 3 and 4 year olds
5. Face coverings worn by staff as they greet families
6. Information shared about social distancing expectation as children wait to come into Nursery in Home Nursery Agreement.
7. Video shared on tapestry of social distancing and the space each bubble will use.
8. Visit to the Nursery garden on Wednesday 2nd September to share social distancing arrangements when arriving at Nursery.
9. Other professionals and contractors to visit Nursery by arrangement and asked to wear a mask. A box of disposable masks will be kept at Reception.
10. We will reduce the times when our School Business Manager comes face to face with others by mainly advising her to work from home. Karen will have a mask / visor available for when any visitors arrive.
11. If a parent arrives on spec Karen should talk to them outdoors as being outside minimises risk and maintain a strict 2m social distancing.
12. 2 year old staff enter Nursery through the side entrance to the small room. They will have their lunch break in the current staff room and reach it by walking around the outside of the building. They will use the toilet by the back office. One member of staff at a time will go for their lunch break. The first at 11:30 and the second at 12:15am.
13. The 3 and 4 year old staff will enter the building through the old staff room door and use the old staff room and the toilet near the caretaker's room. At most two members of staff will have their lunch break at a time. The first two at 11:15am and the second two at 12 noon.
14. Masks to be worn by staff at drop of and pick up times and when interacting with families

Identify hazard

Spending time in an inadequately ventilated space resulting in direct transmission of the virus

Control measures

1. Caretaker to open all windows when she arrives in the morning in entrance hall, staff rooms, main room, caretaker's room, small room and conservatory and turn the thumb lock on the entrance to the 2 year old's room so staff can gain access.
2. Children and staff in separate bubbles mainly based outdoors.
3. 2 year olds to be based in small room and small garden.
4. 3 and 4 year olds in conservatory and large garden and a small section of the main room

Identify hazard

Lack of social distancing resulting in direct transmission of the virus

Control measures

1. Adults will avoid face to face interactions if possible and staff to maintain a 2m social distance from other staff and parents.
2. We will carry out individual risk assessments for staff or children who are at higher risk due to underlying health conditions or due to their age, gender or ethnicity. We have also referred two staff to occupational health for additional guidance where the need for social distancing is especially important for them.
3. Children and staff organised into two bubbles (a 2 year old bubble and a 3 and 4 year old bubble). **The bubbles will not mix or meet.**
4. The 2 year old bubble consists of Heather, Carlos and Emma. The small room and garden they use will be equipped with cleaning, intimate care equipment (nappy bags, wipes and blue roll) and antiseptic wipes and plasters.
5. The 3 and 4 year old bubble consists of Jo or Cath, Jennie, Tracy, Wendy, Lisa and Shafeen. The conservatory, garden and limited part of the large room they use will be equipped with cleaning, intimate care equipment (nappy bags, wipes and blue roll) and antiseptic wipes and plasters.
6. Separate registers to be taken in each area straight on to the server on to a laptop which would be taken outside in the event of an evacuation.
7. Environment set up so the children and staff spend the majority of their time in the garden and a well ventilated indoor space
8. Staff advised to minimise close face to face contact with children. When carrying out intimate care staff to wear PPE. Staff will be advised to read the putting on and taking off PPE poster. (Wash hands put on apron, wash hands put on mask and then put on gloves. Wash hands at each stage as you reverse the process taking off gloves, apron and then mask)
9. Other professionals and contractors will only visit Nursery when absolutely necessary or for safety checks. They will be asked to only come if they are well and to wear a mask.
10. We will continue to have students on placements but they will be allocated to a bubble and be asked to social distance in the community. The weekly support meetings for students will take place on Google Meet or Zoom.
11. Meetings to support the running of the Nursery will take place through virtual platforms e.g. Governing Board Meetings. The initial INSET in September where we talk through the risk assessment will take place in the Nursery garden.
12. The 2 year old bubble would evacuate to our usual fire assembly point and staff will check their register on a laptop and the 3 and 4 year olds would assemble outside the staff room window (around the corner from Reception and their register would be checked there by Jo or Cath on a laptop.

Identify hazard

Lack of social distancing when eating lunch resulting in direct transmission of the virus

Control measures

1. Children eat in their bubbles (smaller groups) on spaced out individual tables.
2. The 2 year old bubble will have Emma as their Midday who will arrive at 11:30am. Carlos and Heather will alternate having a 45 minute break one of them starting at 11:30 and the other at 12:15. Carlos and Heather will have their own chair in the current staff room. They will wipe down any surfaces or objects they touch with final touch before leaving the room.
3. The 3 and 4 year old bubble will have Shafeen and Lisa as their Middays who will arrive at 11:30am. Jo/Cath, Jennie, Tracy and Wendy. Two staff at most will have their lunch at 11:30am and two at 12:15 for 45 minutes. Each member of staff will have their own chair in the former staff room. The two staff eating in there together will sit at opposite ends of the table to maintain social distancing.
4. Staff are advised to use their own cutlery and a self contained washable packed lunch box form home.

Identify hazard

Risk of infection due to lack of cleaning resulting in indirect transmission of the virus

Control measures

1. Everyone asked to wear entirely clean clothing every day.
2. Children asked to only bring in their coat, wellington boots if needed, a drawstring bag with a change of clothing and their packed lunch into Nursery.
3. Staff will also minimise the equipment they bring in from home.
4. Staff asked not to wear watches and rings and other jewellery to enable hands to be washed thoroughly. A bare arm policy is followed by staff, as much as possible.
5. Soft furnishings and soft / cloth equipment will be removed from use
6. Cleaning products, cloths and wipes will be available in the small room, the high shelf in the garden, each staff room and each staff toilet. Cleaning products will be kept away safely from the children.
7. All surfaces, handles, toilets and shared equipment will be cleaned each day using Final Touch.
8. Toilets cleaned throughout the day at 10am, before lunch and 1:30pm.
9. Final Touch Anti-bac spray in each area to be used regularly on high touch surfaces. Collective responsibility to clean a surface after it has been used (e.g. handles, units, tables, chairs and photocopier) (Cath, Karen and Cath will use their own computers / laptops or ensure they have washed their hands thoroughly before using a shared one)
10. Outdoor equipment to be cleaned through the day and at the end of the day
11. We will use disposable cloths when cleaning, paper roll. Our mop heads will be cleaned thoroughly after each use and disposed of when visibly dirty. Each bubble

will have a different set of mop buckets and mop heads.

12. Wash hands after receiving deliveries

13. Gloves will be worn by our Caretaker as she cleans.

She will focus on the 2 year old space in the morning and the 3 and 4 year old space at the end of the day.

14. If we have rubbish from a suspected case we will dispose of it in a tied plastic rubbish bag inside a tied bin bag and these items will be kept in the caretaker's room for 72 hours in the caretaker's room with a sticker on saying when it can be disposed of. It can be disposed with normal rubbish after 72 hours.

15. Twice daily additional cleaning checklist introduced

Identify hazard

Risk of illness of vulnerable staff and family members through direct and indirect transmission of the virus

Control measures

1. In the September DfE guidance it outlines that those who are clinically extremely vulnerable or living with those that are clinically extremely vulnerable should complete an individual risk assessment. Occupational Health advice is for them to maintain social distancing. It is not possible to do this with young children. UNISON advice is that clinically extremely vulnerable should work from home.
2. These staff to keep strict social distancing from other adults and as much social distancing from children as possible. After carrying out an individual risk assessment we will put in place measures which will minimise the risk to individual members of staff (e.g. ask them not to carry out intimate care, not be a key worker, wear the level of PPE as recommended in their OH reports etc.)
3. Staff are allowed to wear PPE when in school if they wish and are encouraged to wear masks or visors as they greet families.
4. Involve all staff in risk assessments before starting back at Nursery.

Identify hazard

Risk of illness of vulnerable children and family members through direct and indirect transmission of the virus

Control measures

1. Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable if have concerns to have discussion with HT and individual risk assessment completed if necessary.