

## Covid-19 Risk Assessment for WINDSOR NURSERY SCHOOL

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

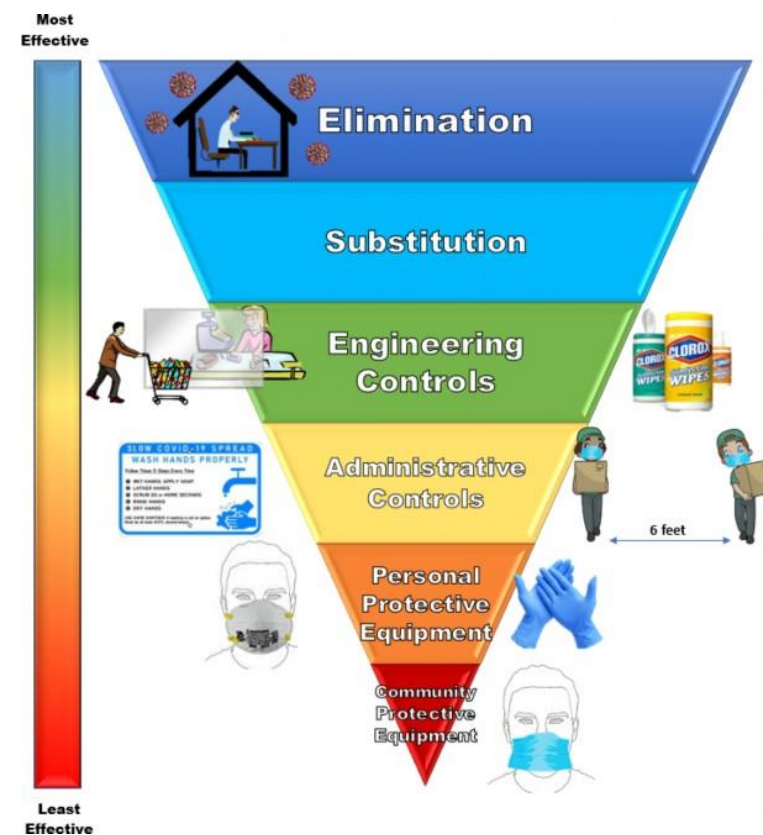
The Government has announced that from the 1<sup>st</sup> June 2020 schools should welcome back all reception, year 1 and year 6 pupils as well as all children below statutory school age and any vulnerable pupils and children of key workers. City of Wolverhampton Council principles mean that safety is more important than numbers of children in schools and settings at any time.

To support schools with this phased introduction, below is a draft copy of a generic Risk Assessment for dealing with the current Covid-19 situation in a school setting. It is not likely to cover all scenarios and each school must consider their own unique circumstances and adapt this template accordingly, having due regard to the '*considerations*' section detailed at the end of the document and the following Government Guidance:

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](#)
- [COVID-19: cleaning in non-healthcare settings](#)

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control:

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).



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	<p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water (ideally warm water) in place.</li> <li>Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible <a href="#">here</a>).</li> <li>Stringent hand washing taking place (in accordance with this <a href="#">guidance</a>).</li> <li>Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary.</li> <li>Classes to teach children hand washing techniques.</li> <li>Drying of hands with disposable paper towels.</li> <li>Children to wash hands before and after eating a snack and before and after eating dinner.</li> <li>Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (<i>Note; hand gel is no substitute for thorough and effective handwashing</i>)</li> <li>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.</li> <li>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.</li> <li>Appropriate receptacles for disposal of tissues which are emptied throughout the day.</li> <li>Pupils discouraged from sharing cutlery, cups or food.</li> <li>Parents informed of hygiene expectations and to advise its discussed with their children.</li> <li>Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home.</li> <li>Areas are kept well ventilated using natural ventilation where possible.</li> </ul>	M	Reminder notice to all staff on entrance door to wash hands in reception, and on front of visitor sign-in file. Sanitizing hand gel placed by staff sign-in and visitor sign-in. HT and reception staff to verbally prompt staff.	HT + reception staff	Everyday	Embedded in organisation and school culture from 1.6.20  22.5.20
	Pupils			Importance of thorough hand washing on leaving home and arrival home stated on every child's session invitation to parents.	HT	On invites sent 22/05/20	Embedded in new child visit/settling arrangements organisation
	Cleaners			Verbal explanation of requirement of parent/carer and child to wash hands on leaving home and arrival home as well as school procedures. NB at new children's first settling visit	Pod greeter and key person	On first visits in detail and daily reminder	Embedded in arrival/exit
	Contractors			Pod entrance greeter to check and remind every parent/carer and record at start of every session and to feed back to parent/carer that child has just washed their hands, on exit.	Pod greeter/ exit manager	Everyday	Embedded daily practice
	Visitors to your premises			Staff additional attention to supporting our very young children to effectively wash their hands thoroughly on arrival into pod, during and just as leaving pod in line with guidance, and to ensure appropriate frequency of hand washing through session (indoor/outdoor transition, after toileting, before and after snack or drink).	Pod staff	Everyday	Embedded daily practice
	Vulnerable groups— Elderly, Pregnant workers, those with existing underlying health conditions			Hand sanitizer and box of tissues for each pod garden space (kept cool in shade and brought inside at end of every session) Monodraft fresh air flow system on and windows open	Caretaker	Everyday	Embedded daily practice
	Anyone else who physically comes in contact with you in relation to your operations						
		<p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>Pupils in same pod each day which is thoroughly cleaned at the end of each day.</li> <li>Cleaners are employed by the school 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&amp;S policy.</li> <li>Meet with cleaning contractors to review cleaning arrangement and make any necessary changes.</li> <li>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.</li> </ul>	M	Review cleaning products with supplier and order most effective recommended and compliant products+ timely delivery	HT+ Caretaker, supplier+Admin Co-Ord	1.6.20 Review and re-order June 3.7.20	3.7.20
				Pod team cleaning equipment (compliant with COSHH) purchased and arranged for each pod lunchtime contact surface clean	HT+ Caretaker+ Admin Co-Ord	1.6.20 Review and re-order June 3.7.20	03/07/20
				Additional contact surface clean in each pod between sessions at lunchtimes. Virabact/disposable gloves/disposable roll which is put with nappy waste for incineration	Pod staff	01/06/20 Everyday	Embedded daily practice since April 2020

		<ul style="list-style-type: none"> <li>Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.</li> <li>All cutlery and cups are thoroughly cleaned before and after use.</li> </ul>		<p>NB: Pod staff to remove and clean any items they have seen a child mouth during session, clean and return if required</p> <p>Rugs in children's base areas removed for more effective floor hygiene/mopping</p> <p>End of day cleaning split into 5 zones with separate cloths used for each and all put through hot (above 60 degrees c) wash daily.</p>	Caretaker/DHI/HT	1.6.20	April 2020 in store. Review Dec 2020.
					Site team	April 2020	Embedded daily practice
			VI	3 self-contained pods, each with separate entrance from carpark, indoor area, toilets and outdoor area. All fully and separately resourced and with first aid kits etc with consistent groups of children and staff	HT/staff team	1.6.20	1.6.20 continued organisation
				Letter of safety measures and measures parents asked to take incl stay at home if have symptoms, 1 parent bring child to pod entrance, follow queuing at 2m gap and parent not to enter building at drop off.	HT, Admin Co-Ordinator	22/05/20	Arrangements embedded and practiced daily by parents
				Parent/Carer bringing and/or collecting child, or meeting with staff outdoors asked to wear face covering (unless exempt) when on school grounds.	Parents/carers and staff	2.11.2020	Arrangements embedded and practiced daily by parents
				Pod greeters and any staff meeting parents outdoors to wear face coverings (unless exempt).	Pod greeters	1.11.2020	
				Pod greeters to wear see through vinyl gloves, using hand gel between momentary hand holding contacts with any child on entry/exit to pod.			
				Parent/carer asked on arrival at pod entrance if all household members are well and free from Covid symptoms and response recorded, prior to child's entry. Parent asked to confirm contact details held by sch remain current.	Pod greeter	22/05/20 daily	Embedded into daily routine
				Schedules arranged for organisation of staggered session timing.	HT	1.6.20	
						08/07/20 then 4.1.2021 system reviewed for following term	
				Pod greeter/exit manager at pod entrance for interface between pod, pod staff and parents/carers in carpark/pedestrian area.	HT	8.7.20 for autumn term	Practice embedded
						1.6.20	
				Pod greeter/reception to manage signing in and out, not parents	HT, DHI, Admin Co-Ordin, receptionist.	01/06/20	22/05/20
				Markings/cones to prompt social distancing for parents queuing at outside pod entrances	Caretaker + HT	22/05/20	
		<p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19).</li> <li>Implementation of social distancing – i.e. reducing the number of adults in any work area to comply with the 2 metre (6.5 foot) gap recommended by Government.</li> <li>Pod family groups and staffing are consistent to limit contacts and DfE guidance adhered to. Acom pod space max 20 pupils, Oak max 39 pupils, Little Oak max 10 pupils per session.</li> <li>Cohorts are kept together and where ever possible different groups are not mixed.</li> <li>Room layout should be spaced as far apart as possible.</li> <li>Children use same pod throughout the session with surface cleaning between sessions and thorough cleaning of rooms at the end of the day.</li> <li>Staff reminded daily of the importance of social distancing particularly between adults both in the workplace and outside of it.</li> <li>Review of work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</li> <li>Redesigning processes / rooms to ensure social distancing in place.</li> <li>Conference calls to be used instead of face to face meetings.</li> <li>Social distancing also to be adhered to in staff rest areas.</li> <li>Management checks to ensure this is adhered to.</li> <li>Parents discouraged from gathering outside school.</li> </ul> <p>New children are welcomed to visit for settling with a parent/carer and key person in a session and pod space dedicated for this purpose which will be thoroughly cleaned prior to the usual group of pupils re-entering the pod.</p>					

	<p><b>NB: Spring Term 2021 update</b></p> <p>Visits by new parents to take place only for parents of children who are defined as vulnerable or where the parent is a critical worker; to be held in sequence in the outdoors for upto 15mins with all adults wearing face coverings (unless exempt). Children who are then taking up their place to visit indoors and commence attendance as agreed between the parent/carer their key person, with shorter settling session(s) as appropriate.</p> <p>While community transmissions in Wolverhampton very high and the emergence of a new variant of the covid-19 virus which is more transmissible (and at this stage has limited research evidence), the only ways to enhance safety beyond all the current safety measures in school is to have less children and less staff on site – ie: reduce contacts and therefore opportunity of hosts for the virus to transmit to.</p>		See lateral flow testing section below	Staff and parents/carers  Staff parents/carers, children if appropriate	4/1/2021  4.1.21	5/1/2021  4.1.21
	<p><b>Reducing contact point activities</b></p> <ul style="list-style-type: none"> <li>• School avoids any activities which involve the passing of items around a class i.e. food making/ tasting, artefact sharing, touching activities etc.</li> <li>• School will cease hand shaking of visitors.</li> <li>• Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down.</li> <li>• 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.</li> </ul>		<p>Frequently used resources where possible eg books, construction kits etc organised into collections dedicated to specific groups and only used by that specific group to reduce cross infection.</p> <p>Each staff member nominate their preferred toilet/washroom facilities, lunch room and labelled seating position seating and only use their own identified facilities to keep consistent + reduce no of contacts sharing an adult washroom.</p> <p>Many staff minimising shared use of kitchen facilities by bringing thermos flasks containing hot drinks from home or cold drinks containers and food for lunch requiring minimal preparation, with cutlery from home.</p>	Pod teams reorganise for Autumn term 2020  Staff team members	20/7/20/ 1.9.20/2.9.20  01/06/20	  01/06/20
	<p><b>Dealing with a suspected case (staff and / or pupil)</b></p> <ul style="list-style-type: none"> <li>• If child or adult becomes very sick 111 or 999 to be called for further clinical advice and assistance (and parent of child)</li> <li>• Engage with the NHS Test and Trace process, following detailed current guidance. If individuals are unable to access a PCR test, home tests may be provided by the school.</li> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a persistent cough, high temperature, loss of taste or smell - and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• If anyone becomes unwell with a new continuous cough, a high temperature and/or loss/change of taste+or smell 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 current stay at home isolation guidance for the person and family.</li> <li>• 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.</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated.</li> <li>• If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time.</li> <li>• If advised that a member of staff or pupil has tested positive for Covid-19 and were recently on school premises the management team will contact the LA and DfE and work to complete risk assessment, identify close</li> </ul>		<p>Consultation room with built-in handwashing facilities to be used for this purpose. Window to be kept open in opening hours.</p> <p>PPE pack located in HI room available. Issues available.</p> <p>Parents/carers of pupils will be informed that testing must be arranged and self-isolation commenced immediately for person and family members (if testing not agreed to that they must go home and commence self-isolation following national current guidance).</p>	All staff  Admin Co-Ord  HI/DHI/SLI	1.6.20  01/06/20  Immediately as required	1.6.20  01/06/20  1.6.20

		<p>contacts and take action to instruct all close contacts of current self – isolation requirements. To contact other school members to inform that a positive case has been identified and inform about symptoms to watch out for and actions to take in this situation.</p> <ul style="list-style-type: none"> <li>If informed that household member(s) of pupils/staff have symptoms or test positive for COVID HT/DHT to advise that the pupil/staff member must self-isolate for 10 days as a household member and record this and reason. (No requirement to inform LA or PHE). HT/DHT to ensure school is vigilant for possible cases and review that risk assessment controls are being fully adhered to.</li> <li>For any positive test result for a pupil or staff member, IR1 report to LA required.</li> </ul>					
		<p><b>Controlling other users of building (visitors / contractors)</b></p> <ul style="list-style-type: none"> <li>Visitors to Windsor Nursery will be on the basis of essential visits only – where it is deemed by SLT that the visit cannot effectively be held virtually.</li> <li>Any essential visitor will follow the handwashing/gel and respiratory hygiene measures as above.</li> <li>Visitors attending pre-arranged essential visits will wear a face covering unless a specific exception has been made.</li> <li>Essential parent and child initial settling visits will be timetabled in succession with one parent and their child(ren) to one key person at a time.</li> <li>Timings and arrangements of essential visits are arranged to minimise transmission of covid-19</li> </ul>			HT/SL	From 1.9.20 everyday/NB: through new starter settling period	In place 1.9.20
		<p><b>Emergency procedures</b></p> <ul style="list-style-type: none"> <li>All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>		Additional daily check with parent/carer for changes by pod greeter on child's entry to session.	HT/DHT/Admin Cord/T42 Co-Ord	01/06/20	01/06/20
				Fire assembly points for each pod to be clarified with pod staff.	HT	01/06/20	01/06/20
		<p><b>Personal Protective Equipment (PPE)</b></p> <p><i>Note:</i> Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p> <p>PPE for nappy changing in place as usual</p>		Face coverings to be worn (except where individuals have exemptions) during any staff: parent/carer/visitor interactions outdoors on school grounds.	Staff and Parents/carers/visitors	2.11.20	2.11.20
				PPE required if; a child, becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained.	Admin team and HT/DHT/2s Co-Ordinator Caretaker	Whenever used 1.6.20	1.6.20
				If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn ( <a href="#">Coronavirus (COVID-19): implementing</a>	All staff		



				<a href="#">protective measures in education and childcare settings</a> ). Gloves, aprons, masks, visors, should be carefully removed to reduce contamination and disposed of safely.			
		<ul style="list-style-type: none"> <li><b>Lateral Flow Testing</b> December 2020 update: Lateral flow test sites for non-symptomatic individuals only and times highlighted to staff last week of December term with information about purpose, reliability and use of these. January 2021 Update: Expanding sites for lateral flow tests shared and staff use of these recommended for use routinely (twice or once a week) Parents of children attending on site informed and requested to get a weekly or bi-weekly lateral flow test to contribute to the controls to reduce asymptomatic community transmission when coming to Windsor Nursery School.</li> </ul>			HT	14 Dec 2020	14 Dec 2020
					Staff Parents	4 Jan 2021	4 Jan 2021
Teacher / staff shortage		<ul style="list-style-type: none"> <li>School monitors daily any staff absence.</li> <li>Everyone is instructed to monitor themselves and the children in their pod for symptoms of coronavirus and highlight these to the HT/DHT immediately.</li> <li>Staff do not return to school before the appropriate 'self-isolation' period has passed, in line with national guidance.</li> </ul>	H	Staffing organisation plan incorporates back-up staff availability where possible with minimal contacts being a priority.  Daily attendance monitoring in place	HT/DHT  HT/DHT	1.6.20  1.6.20	
Impact on physical and mental health		<ul style="list-style-type: none"> <li>SLT will offer support to staff who are affected by Coronavirus or has a family member affected.</li> <li>Individual risk assessment process in place with regular reviews</li> <li>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</li> <li>Regular communication of mental health information and an open-door policy for those who need additional support.</li> </ul>	M		SLT	1.6.20	Ongoing

	Name	Position	Signature	Date	Review Date
Risk Assessor	Claire Foster	Headteacher		06.01.21	15 February 2021
Line Manager	A Bans	Chair of Governing Board		06.1.21	

Please see additional letter sent to parents on 22.5.20

**Considerations for additional control measures:**

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible.
- considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms.
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).

Use outside space:

- for exercise and breaks.
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.
- although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](#).

For shared rooms:

- use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#).
- stagger the use of staff rooms and offices to limit occupancy.

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.
- although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)).

Staff to child ratios:

- Guidance on staff to child ratios from the Government for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children. ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)) Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. As stated above, caps on numbers for any session may provide support social distancing. ([Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#))

#### **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.