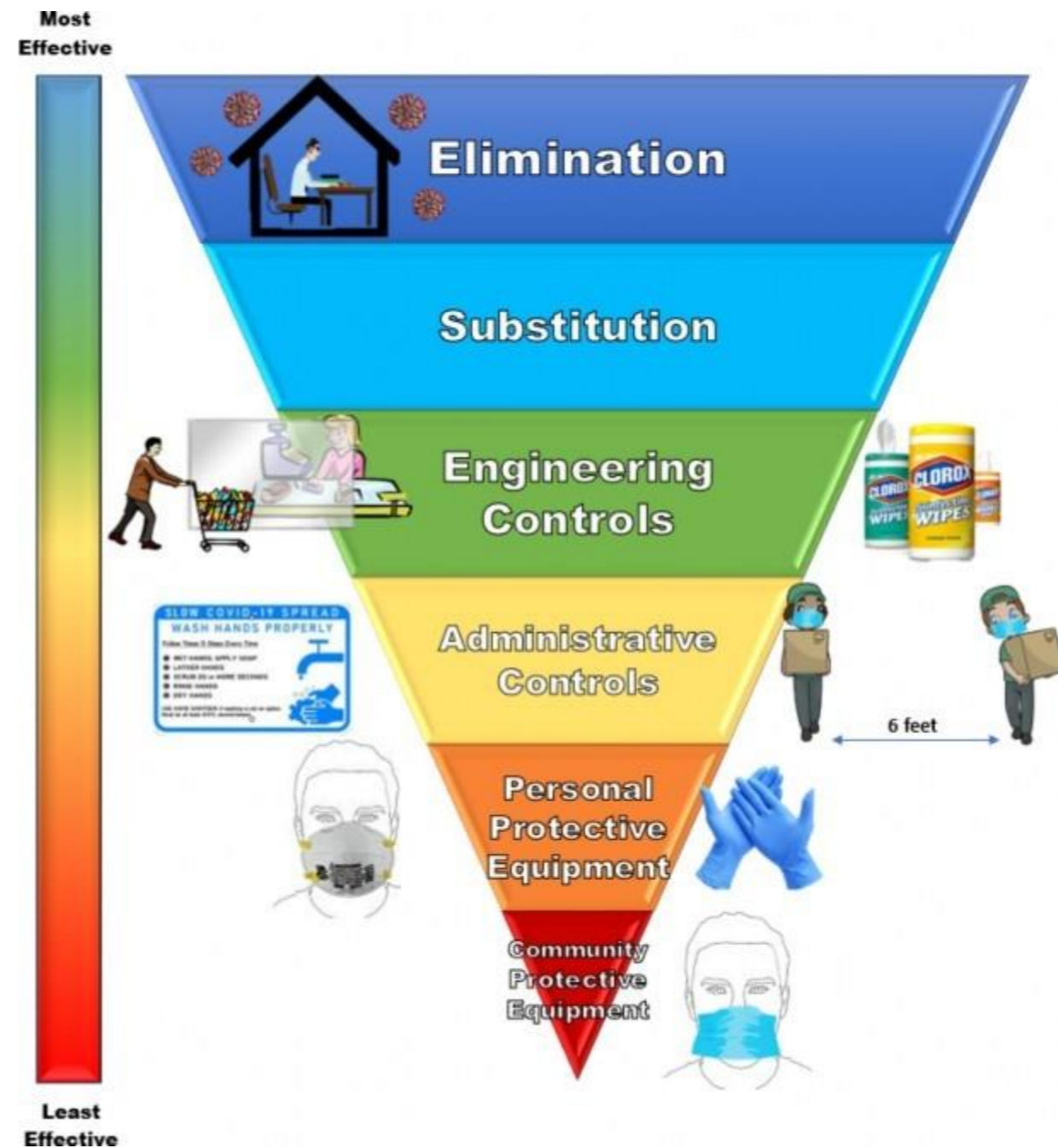


Covid-19 Risk Assessment for WINDSOR NURSERY SCHOOL

Covid-19 is an 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 cross-infection control measures considered in the risk assessment below are 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>Promotion of good personal hygiene</p> <ul style="list-style-type: none"> Hand washing facilities with soap and warm 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. 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 (for as long as it's available to buy) sited in any area where washing facilities not readily available eg: reception (Note; hand gel is no substitute for thorough and effective handwashing) 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 room are available throughout school, ensuring adequate stock levels for each area 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 these are 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. | 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 |
| | Pupils | | | Reception staff to verbally request any visitors to wash hands/gel in reception facilities prior to entering further into school and refer to HT/DHT if refused and not allow entry. | | | |
| | Cleaners | | | Importance of thorough hand washing on leaving home and arrival home highlighted to parents in person and on website. | HT | Week starting 6.9.2021 | Embedded in new child visit/settling arrangements |
| | Contractors | | | Verbal explanation of request 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 | key person | On first visits Jan 2022 | |
| | 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). | Staff team | Everyday | Embedded daily practice |
| | Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | | | 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>Cleaning</p> <ul style="list-style-type: none"> Pupils use same indoor room and bathroom each day which is thoroughly cleaned at the end of each day. 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&S policy. Meet with cleaning team 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. | M | Review cleaning products with supplier and order most effective recommended and compliant products+ timely delivery | HT+Caretaker, supplier+Admin Co-Ord | Termly | Embedded practice |
| | | | | Room team cleaning equipment (compliant with COSHH) purchased and arranged for each room lunchtime contact surface clean Anti bac/viral spray/disposable gloves/disposable roll. | HT+Caretaker+ Admin Co-Ord | Termly | Embedded practice |
| | | | | Additional contact surface clean in each room between sessions at lunchtimes. NB: Room staff to remove and clean any items they have seen a child mouth during session, clean/sterilise and return if required | Room staff team | Daily | Embedded practice |

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| | | <ul style="list-style-type: none"> Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. All cutlery and cups are thoroughly cleaned after use. | | End of day cleaning: school split into at least 2 zones with separate cloths and mops used for each and all thoroughly laundered daily. | Site team | Daily | Embedded practice |
| | | <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 Windsor if they are displaying any symptoms of coronavirus (COVID-19). Children and family members asked to stay home if symptomatic, awaiting a PCR covid test result or have had a positive test result, and to follow government guidance for self-isolation. Cohorts are kept together and where possible different groups are not mixed. Room layout is generously spaced. Children use same room throughout the session with surface cleaning between sessions and thorough cleaning of rooms at the end of the day. Staff attention to social distancing between adults both in the workplace. Conference calls considered instead of face to face meetings where appropriate. Each staff group use own defined consistent staff rest area. Each staff group use own defined consistent bathroom. Parents coned off generously sized outdoor waiting area for drop off and collection <p>Spring Term 2022 (Jan 2022): New children and parents essential Home visits only. New children to Windsor are welcomed to visit for settling with a parent/carer and key person in a session and room space dedicated for this purpose only which will be thoroughly cleaned prior to the usual group of pupils re-entering the pod. Parents and children requested to wash hands/use reception hand gel when arriving and leaving. Face coverings for visiting adults suggested and offered.</p> | M | 3 room spaces, 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 | Daily | Team agreed practice at start of September 2021 term, to be reviewed monthly and adjusted according to the infection rates and needs of the children. Continued into Dec 2021. |
| | | | | Room greeters to use hand gel between hand holding contacts with any child on entry/exit to pod. | Room greeters | Daily | Embedded practice |
| | | | | Each term, parents asked to confirm contact details and email held by sch remain current. | Room greeter | Each term reminder | Embedded practice |
| | | | | Room greeter at pod entrance to outdoors to reduce volume of parents entering school dropping off and picking up and enable less busy intentional planned visits by parents into Windsor. | Room greeter | Daily | Practice agreed for Autumn 2021. |
| | | | | Room greeter/reception to manage signing in and out, not parents (to avoid cross contamination on shared pen use) | Staff team mainly HT/DHT/Admin team | Daily | Embedded practice |
| | | <p><u>Lateral Flow testing</u></p> <p>Home lateral flow testing available in Wolverhampton for all residents.</p> <p>Staff home lateral flow testing is recommended twice per week incl holidays and test kits provided for all staff to complete, self-report to NHS and report to school - NHS/DfE guidance is being followed with a system in place for issuing and logging test kits and results in place.</p> | M | | | | On-going practice |
| | | <p><u>Staff vaccination</u></p> <p>SMT will respond to any staff queries about covid vaccinations by seeking advice from Public Health for any individual to aid their informed choice.</p> | | | | | Embedded practice |
| | | <p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> School staff refrain from hand shaking of 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. | M | Frequently used highly touched plastic/shiny resources where possible eg:books, construction kits etc organised into collections dedicated to specific rooms and only used in other rooms following careful cleaning to reduce cross infection. | Staff teams | Whenever resources reviewed. | Practice agreed for Sept 2021 |
| | | | | Many staff minimising shared use of kitchen facilities by bringing flasks containing hot/cold drinks from home, containers and food for lunch requiring minimal preparation, with cutlery from home. | Staff team by personal choice | Daily | Embedded for those staff choosing to do this |

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| | | <p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> • If child or adult becomes very sick 111 or 999 to be called for further clinical advice and assistance (and parent of child) • 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. • 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. • 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 get a pcr test and follow the current stay at home isolation guidance for the person and family. • 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 their line manager maintains regular remote contact with them during this time. • If advised that a member of staff or pupil has tested positive for Covid-19, to report to DfE/ local Public Health as per current guidance at that time. | M | <p>Consultation room with built-in handwashing facilities to be used for this purpose. Window to be kept open if in use.</p> <p>PPE pack located in HT room available. Tissues always available.</p> <p>Parents/carers of pupils will be informed that testing must be arranged and self- isolation commenced immediately for person according to national current guidance.</p> | <p>All staff</p> <p>Admin Co-Ord HT</p> <p>HT/DHT/SLT</p> | <p>Whenever circumstance occurs</p> <p>daily</p> <p>Immediately as required</p> | <p>Embedded practice</p> <p>Embedded practice</p> <p>Embedded practice</p> |
| | | <p><u>Controlling other users of building (visitors / contractors)</u></p> <ul style="list-style-type: none"> • Visitors will follow the hand washing/gel and respiratory hygiene measures as above. • Visiting adults will be prompted to consider wearing a face covering and face coverings will be available if required. • Parent and child initial settling visits and consultation days will be timetabled in succession with one parent and their child(ren) to one key person at a time • Virtual approaches to replace 'in person' adult meetings will be considered and replace in school meetings where appropriate. | M | | Admin and SLT | Daily | Embedded practice |
| | | <p><u>Emergency procedures</u></p> <ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • 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. • All routine fire checks, maintenance and fire drills proceed as usual. | M | <p>Additional start of term check with parent/carer for changes by room greeter or key person.</p> <p>Fire assembly points for each room to be clarified with staff teams.</p> | <p>HT/DHT/Admin Cord/T42 Co-Ord/staff team</p> <p>HT</p> | <p>Sept 2021</p> <p>Termly and additionally if there are any changes</p> | <p>Embedded practice</p> <p>Embedded practice</p> |
| | | <p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: 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</p> | M | Face coverings are encouraged to be worn and are provided when required during staff: parent/carer/visitor indoor interactions. | Staff and Parents/carers/visitors | Daily when children start | Embedded practice |

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| | | 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. PPE for nappy changing in place as usual. | | | | | |
| | | | | 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. | HT/DHT/2s Co-Ordinator/key person | As required | In place |
| | | | | 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 (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). Gloves, aprons, masks, visors, should be carefully removed to reduce contamination and disposed of safely. | HT/DHT/2sCo-Ordinator/key person | As required | In place |
| Teacher / staff shortage | | <ul style="list-style-type: none"> School monitors daily any staff absence. Staff are asked to monitor themselves and the children in their room for symptoms of coronavirus and highlight concerns to the HT/DHT. Staff do not return to school before the appropriate 'self-isolation' period has passed, in line with national guidance. | H | Staffing organisation plan incorporates back-up staff availability where possible, with attention to keep contacts as low as feasible. | HT/DHT | Daily | Embedded practice |
| Impact on physical and mental health | | <ul style="list-style-type: none"> SLT will stay in contact with staff who are affected by Coronavirus, or have a family member affected. Management will promote mental health & wellbeing awareness to staff during the Coronavirus pandemic and will offer whatever support they can to help. An open-door policy for those who need additional support. | M | | SLT | Daily | Embedded practice |

| | Name | Position | Signature | Date | Review Date |
|----------------------|---------------|--------------------------|-----------|------------|-------------|
| Risk Assessor | Claire Foster | Headteacher | | 23/11/2021 | 1/2/2022 |
| Line Manager | A Bains | Chair of Governing Board | | 23/11/2021 | 1/2/2022 |