



**Comet Nursery School & Children's Centre**  
**School Wider Opening Risk Assessment and Outbreak Management Plan – COVID19**

<b>Title</b>	<b>School full opening</b>		<b>Date</b>	<b>1<sup>st</sup> September 2021</b>
<b>Directorate</b>	<b>Children and Adult Community Health</b>		<b>Reference number</b>	<b>118</b>
<b>School</b>	<b>Comet Nursery School &amp; Children's Centre</b>		<b>Assessor</b>	<b>Lisa Clarke</b>
<b>Task/activity</b>	<b>Activity risk assessment</b>		<b>Approvers</b>	<b>Kerri MacFarland Lee Payne Fran Paffard</b>
<b>Who might be harmed?</b>	Employees ( <b>Emp</b> ) - Members of the Public ( <b>MoP</b> ) - Contractors/Suppliers ( <b>C/S</b> ) - Pregnant Women ( <b>PW</b> ) - Children ( <b>Chn</b> ) <b>Covid 19</b> - Clinically Vulnerable Persons ( <b>CVP</b> ) - Clinically Extremely Vulnerable Persons ( <b>ECVP</b> )		<b>Review date</b>	<b>1<sup>st</sup> January 2022</b>

This COVID19: Risk Assessment and Outbreak Management Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding Policy
- All DFE Guidance relating to COVID19

Risk Matrix - Likelihood x Severity = Risk Rating

		Severity/Consequence				
		1Negligible	2Minor	3Moderate	4Major	5Significant
Risk Level	Likelihood	5Almost Certain	5Medium Risk	10Medium Risk	15High Risk	20Critical
		4Very Likely	4Low Risk	8Medium Risk	12High Risk	16High Risk
		3Likely	3Low Risk	6Medium Risk	9Medium Risk	12High Risk
		2Unlikely	2Low Risk	4Low Risk	6Medium Risk	8Medium Risk
		1Very Unlikely	1Low Risk	2Low Risk	3Low Risk	4Low Risk

### Effective infection protection and control (key principles)

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- Cleaning hands more often than usual - wash hands thoroughly on arrival at nursery and throughout the session for 20 seconds with running water and soap and dry them thoroughly. No alcohol hand rub or sanitiser will be used by the children but will be available to staff in all rooms. Staff will be reminded to ensure that all part of their hands are covered with gel.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Cleaning frequently touched surfaces often using standard products, such as detergents. This is to include the resource room, computers and touch points.
- Minimising contact and mixing by altering, as much as possible, the environment such as the learning environment both inside and outside.
- Use of Dettol sprays on fabric and materials such as staff room chairs and the classrooms.
- Regular lateral flow testing by staff
- Children with symptoms requested to take a lateral flow test.

**Update to Risk Assessment – 1<sup>st</sup> September 2021 full reopening**

Hazard controls	Category of person	Existing controls	Controls		Additional controls and considerations	Risk Level		
			Y	N		L	S	ER
Dropping off and collecting children – staggered times	EMP CHN C/S PW MoP ECVP CVP	Parents to drop children off at their classes in the garden.			Parents to queue up outside the nursery with consideration to others and following social distancing recommendations. Staff to have limited contact with parents and visitors and any interactions should happen outside whenever possible. Moon Room to use the carpark entrance.	4	5	
Extended provision	EMP CHN MoP ECVP CVP	Parents to come in to drop children off for breakfast club and pick up for tea club.				2	2	
Lunches	EMP CHN ECVP CVP	Children provided with a hot lunch. The kitchen assistant will be back at work and will set out the lunches.				2	2	
Class bubbles	EMP CHN ECVP CVP	Children will no longer be in bubbles.			Moon Room and Nursery parents will continue to use separate entrances.	3	2	

Staff room and communal areas	EMP ECVP CVP C/S	We have 2 staff rooms with named staff who use each one. The number of staff is limited at any one time and the kitchen area is also limited in the number that can use.			The number of staff in rooms will be limited and this will be followed strictly to keep staff safe. Staff rooms to be ventilated at all times. 2 people will be able to use the kitchen area at any one time.	4	5	
Ventilation	EMP ECVP CHN CVP C/S	Windows open in classrooms.			Ventilation is important for the circulation of fresh air. We will continue to have windows open in the classrooms.	3	4	
Children's Centre stay and play sessions	EMP ECVP CHN CVP MoP PW	16 parents can attend at any one time with doors always open to outside area.				4	4	



## **Comet Nursery School & Children's Centre**

### **Outbreak Management Plan**

#### **Actions we will take in the event of a child being positive**

##### **IMMEDIATE ACTION**

- Check close contacts in the setting
- Check parent has given NHS Track & Trace correct close contact details (names and school name)
- Check if the child's household's PCR tests been completed
- Inform all known close contacts: staff/childminder/household to book a PCR.
- Where an unvaccinated staff member is identified by a school or setting as a close contact Hackney Public Health recommends the following action:
  - The unvaccinated staff member should self-identify as a close contact.
  - The school should ask them to take a PCR test as soon as possible. Whilst the outcome of the PCR test is awaited, the staff member should test daily using rapid flow / lateral flow device (LFD) each morning before coming on site.
  - If the PCR test is negative, the staff member should continue to test daily, as above, for a 10 day period (where day 1 is the last point of contact with the child testing positive).
  - If the PCR test is positive, the individual should immediately self-isolate for 10 days from the point they undertook the PCR test.
  - If NHS Test & Trace subsequently contacts the individual, any advice given must be followed and the school / setting should be informed.

##### **FOLLOW UP ACTION**

- Check back with family about the PCR test results
- Direct the family to suggested Home Learning activities on our website or other online activities
- Provide general communication to inform parents of a positive case in the setting

### **Action we will take in the event of a member of staff being positive**

#### **IMMEDIATE ACTION**

- Confirmed by PCR
- Check in with close contacts
- Check staff member has given NHS T&T all correct close contact details
- Inform all close contacts: staff/childminder/household to book a PCR.
- If any close contacts(staff) are not exempt from self-isolation (eg unvaccinated), refer to employer self-isolation hub **0203 7436715** quoting: “we meet their criteria for guidance”

#### **FOLLOW UP ACTION**

- General communication to inform parents of a case at the setting.
- Direct family to suggested Home Learning activities on our website and other online learning

### **Action we will take in the event of a parent informing us they or household member is positive**

#### **IMMEDIATE ACTION**

- If lateral flow request confirmation of a positive PCR
- Has the household member / parent been in the setting while infectious (in 2 days prior to test result or being symptomatic)
- Request the child remain at home until negative PCR result gained

#### **FOLLOW UP ACTION**

- Establish with parents alternate arrangements for bringing child into setting, or specific home learning activities (as above) if not possible to bring child in

### **Responding to rising cases e.g. more than one case within the last 10 days**

- Seek guidance from Local Public Health: [testandtrace@hackney.gov.uk](mailto:testandtrace@hackney.gov.uk) and/or the DfE helpline: **0800 046 8687** regarding rising case numbers
- Review risk assessment
- Enhanced cleaning measures
- Consider additional control measures e.g. increased testing, restricting numbers, hours of operation, bubbles/mixing, ratios, face covering in communal areas, limiting parent/visitor access.

**OUTBREAK - Action we will take in the event of more than 5 cases or 10% in 10 days or if a child, staff member is hospitalised in line with national guidance:** <https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings#actions>

#### **IMMEDIATE ACTIONS**

- Follow actions in boxes 1 & 2 above
- Contact DfE Covid helpline 0800 046 8687 and / or Local Public Health [testandtrace@hackney.gov.uk](mailto:testandtrace@hackney.gov.uk) and follow their directions  
**It is not a requirement to directly contact LCRC if thresholds are met, however this can be done if a specific answer to a question is required**, via: [lcrc@phe.gov.uk](mailto:lcrc@phe.gov.uk) or 0300 303 0450. A director of public health or an HPT may give settings advice reflecting the local situation.
- Inform families of specific actions / consequences

#### **FOLLOW UP ACTION:**

- Deep clean
- Review of risk assessment and covid action plan - depending on guidance from LCRC / DfE consider: closure (rooms / whole setting), bubbles, restricted access
- Depending on guidance from LCRC/DfE - risk-assess re-opening, including: hygiene, hours of operation, bubbles/mixing, ratios/staffing / staff deployment
- Maintain communication with agencies / local authority and families