



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

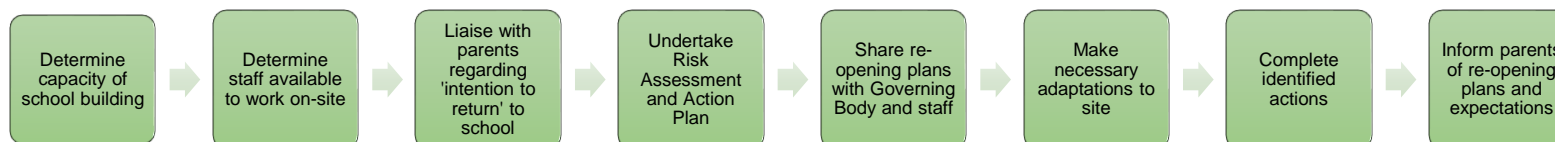
Title	School full opening		Date	5th January 2021
Directorate	Children and Adult Community Health		Reference number	118
School	Comet Nursery School & Children's Centre		Assessor	Lisa Clarke
Task/activity	Activity risk assessment		Approvers	Kerri MacFarland Lee Payne Fran Paffard
Who might be harmed?	Employees (Emp) - Members of the Public (MoP) - Contractors/Suppliers (C/S) - Pregnant Women (PW) - Children (Chn) Covid 19 - Clinically Vulnerable Persons (CVP) - Clinically Extremely Vulnerable Persons (ECVP)		Review date	8th March 2021

This COVID19: Risk Assessment and Action 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

Steps of Re-opening Preparation:



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.

Update to Risk Assessment – 8th March full reopening

As the schools reopen from Monday 8th March 2021 we expect to welcome all our children back to school.

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 wear masks on the premises and drop children off at the main gate.			All parents to wear a mask at all times on the Comet premises to minimize the risk of transmission. Parents to queue up outside the nursery with consideration to others and following social distancing recommendations. Staff to wear masks at all time when interacting with parents and visitors. Staff to have limited contact with parents and visitors and any interactions should happen outside. Staggered start/end times for one class to alleviate the bottle necks in the drop off area. Moon Room to use the carpark entrance. All parents to wear masks. Any parents that are exempt from wearing masks will be asked to wait at the front gate and a member of staff will collect their children from them.	4	5	
Extended provision	EMP CHN MoP ECVP	Parents to come in to drop children off for breakfast club and pick up for tea club.			All children to be dropped off and collected at the front of the building. Parents not to enter the building and are required to wear masks.	2	2	

	CVP			Staff will wear masks to support this process.			
Lunches	EMP CHN ECVP CVP	Children are provided with packed lunches.		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	3 bubbles of classroom children during the partial closure.		Children will be in 2 bubbles. 1 Moon Room and 1 for the nursery classes. The bubbles have been altered to reflect the wider opening and set up of the nursery.	3	2	

Update to risk assessment – 5th January 2021

With the national lockdown in place we have reviewed our risk assessment to include:

From 5th – 15th January 2021 we will only be open to children of critical workers or vulnerable children and families. There will be no extended provision for this time and our offer will be reviewed in light of DFE and Hackney Education guidance.

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

<https://www.gov.uk/guidance/national-lockdown-stay-at-home>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/948607/s0995-mitigations-to-reduce-transmission-of-the-new-variant.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

<https://www.gov.uk/government/news/statement-from-chief-medical-officer-professor-chris-whitty-on-national-alert-levels>

Hazard controls	Category of person	Existing controls	Controls		Additional controls and considerations	Risk Level		
			Y	N		L	S	ER
Mask wearing	EMP CHN C/S PW	Parents and visitors to wear masks went entering the building.			All parents and visitors to wear a mask at all times on the Comet premises to minimize the risk of transmission. Parents to queue up outside the nursery with consideration to others and following social distancing recommendations. Staff to wear masks at all time when interacting with parents and visitors. Staff to have limited contact with parents and visitors and any interactions should happen outside.	4	5	
Shielding and self-isolating	EMP PW ECVP CVP CNH	Controls in place currently to support the health and well-being of staff and children.			Pregnant women, ECVP are asked to work at home if they are able to. If they are unable to work they should stay at home for their safety. We may encounter staff shortages and be unable to fully open to all. We will be clear about a minimum staffing level for the number of children who attend.	4	5	
Children in bubbles	EMP ECVP CHN CVP C/S	Children are able to free flow in Sun and Star. Moon Room is a separate bubble. Breakfast and tea club are a mix of bubbles.			Children will be kept in clear bubbles. Moon, Star and Sun rooms will be kept separated both inside and outside and they will not be mixed at any time. This has implications for staff teams and staff shortages due to illness or self-isolation.	3	4	

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	
Meetings	EMP ECVP CVP	Meetings/briefings in small groups were going ahead in designated room.			Meetings will now all be virtual, this will include staff meetings, INSET, Briefing and SEND meetings. This will be challenging when we look at the staff team and working hours.	4	4	
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. Windows in offices and other areas must now be open at all times as well. Staff need to dress accordingly.	3	4	
Children's Centre stay and play sessions	EMP ECVP CHN CVP MoP PW	5 parents can attend at any one time, sessions mainly outside. Masks must be worn at all time, hand sanitizer and temperatures taken.			Sessions are virtual and offered online. If a support group is available we will use the car park entrance to limit the number of people through the building. Masks are mandatory, temperatures taken and hand sanitizer used on entry into the building.	4	4	

Hazard controls	Category of person	Existing controls	Controls		Additional controls and considerations	Risk Level		
			Y	N		L	S	ER
Provision of risk assessment	EMP CHN MoP C/S PW	DFE guidance- Actions for the educational and childcare settings to prepare for wider opening from 1 June 2020 https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020?utm_source=3daf3f8c-87d9-4a78-90ec-6196e4a070e5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate			School to revisit and update their risk assessments to consider the additional risks and control measures to enable a return to full capacity in the autumn term. The assessment should directly address risks associated with coronavirus, so that sensible measures can be put in place to control those risks for children and staff. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 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	5	5	

				<p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances.</p> <p>Response to any infection:</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p> <ul style="list-style-type: none"> • All employers have a duty to consult employees on health and safety, and they 			
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				are best placed to understand the risks in individual settings. "Schools should consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour."			
Staff availability Extremely clinically vulnerable persons	EVCP	<ul style="list-style-type: none"> Staff identified as Extremely Vulnerable - Shielding at Home PHE Guidance Full use is made of those staff who are self-isolating or shielding but who are well enough to work at home. The health status and availability of every member of staff should be known and is regularly updated so that deployment can be planned. Vulnerability risk assessments to be completed for all staff <p>Monitoring the well-being of staff who are working from home and helping them to stay connected to the rest of the workforce especially if the majority of their colleagues are on-site.</p>		<ul style="list-style-type: none"> Individual vulnerability risk assessments to be completed for all staff Identification of minimal permissible staffing levels to support extended opening of the school 	4	5	
Staff availability Clinically vulnerable	CVP	<ul style="list-style-type: none"> Full use is made of those staff who are self-isolating or shielding but who are well enough to teach lessons online. Flexible and responsive use of teaching assistants and pastoral staff to supervise classes is in place. Provision of education and information resources Staff communications <p>Monitoring the well-being of staff who are working from home and helping them to stay connected to the rest of the workforce especially if the majority of their colleagues are on-site."</p>		<ul style="list-style-type: none"> Full use is made of Test and Trace to support staff well-being and availability Identification of minimal permissible staffing levels to support full opening of the school The health status and availability of every member of staff is known and is regularly updated Prioritisation of vulnerable groups* for self-isolation and working from home Individual vulnerability risk assessments to be completed for all staff 	3	4	

Social distancing within school and circulation areas.	EMP CHN C/S	<ul style="list-style-type: none"> ● Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. ● Agreed new timetable and arrangements confirmed for each year group. ● Arrangements in place to support pupils when not at school with remote learning at home. ● Provision of education and information resources ● Coronavirus (COVID-19): implementing social distancing in education and childcare settings 		<ul style="list-style-type: none"> ● Remove items which reduce the width of corridors ● Appropriate signage is in place to clarify social distancing rules. ● Pinch points and bottlenecks are identified and managed accordingly ● Movement of children around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. ● Appropriate rotas and levels of supervision are in place ● Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. ● Staff have been briefed on the use of these rooms. ● Revised guidance briefed to all staff prior to reopening and includes: Infection control Start and departure times are staggered ● The number of entrances and exits to be used is maximised ● Different entrances/exits are used for different groups. ● Staff and pupils are briefed and signage provided to identify which entrances, exits to use. ● A plan is in place for managing the movement of people on arrival to avoid groups of people congregating. 	4	5	
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				<ul style="list-style-type: none"> • Floor markings are visible where it is necessary to manage any queuing. • Attendance patterns have been optimised to ensure maximum safety. <ul style="list-style-type: none"> • We are unable to social distance with the children in class as they are so young. We will however maintain a distance between staff members, parents and other adults. 			
First aid provision	Emp Chn MoP C/S	Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.		<ul style="list-style-type: none"> • Provision of appropriate level of first aid to support the school needs (paediatric first aid) - at least one 12 Hour paediatric first aid course Level 3 qualified person available at all times • Provision of fluid resistant surgical face mask, where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return and social distance of 2 metres cannot be maintained • Gloves should be provided as part of the basic first aid kit <p>Training in the use of PPE used in the course of duties</p>	2	3	

Transport	Emp Chn	Coronavirus (COVID-19): safer travel guidance for passengers			<p>School should advise all students, parents and staff of the guidance available via the link in the existing controls column</p> <p>Individual vulnerability risk assessment to focus on travel to and from school. Consider staff who are identified as vulnerable.</p> <p>All staff and families will be encouraged to limit their use of public transport and will be encouraged to walk or cycle where possible</p>	4	4	
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Hazard controls	Category of person	Existing controls	Controls		Additional controls and considerations	Risk Level		
			Y	N		L	S	ER
Building and Safety checks	Emp Chn	<p>Increased risks related to safety concerns around water hygiene, building and occupancy safety and building hygiene due to reduced occupancy. Checks to be made to:</p> <ul style="list-style-type: none"> ○ Cold water system ○ Domestic hot water system ○ Gas Safety ○ Fire Safety ○ Site Security ○ Ventilation 			<p>Fire Safety check and practice to be undertaken regularly (LC, LP)</p> <p>Re-share fire evacuation with all staff and children. Key PEEP staff identified (LC, KM, LP).</p> <p>Testing and statutory compliance activities. (LP). Statutory assessment is up to date.</p> <p>Site manager weekly checks for water, fire alarms, site security, ventilation. Quality assurance check by SLT.</p> <p>All staff aware of PEEPS for identified children.</p> <p>Windows to be kept open in the classrooms to aid ventilation.</p>	2	4	

Site Access	Emp Chn MoP C/S PW	<p>Entrance to site for all affected groups. This will include children and parents, deliveries and any site management issues.</p> <p>Consider the approach to school, parents' drop-off and pick-up protocols including only one adult on site to drop off and pick up pupils.</p> <p>Continue to restrict visitor access to school, SLT to be informed and to monitor</p> <p>Any visitors will be asked to wash their hands on entering the school and will be asked if they are well or been in contact with anyone with Covid symptoms</p> <p>Parents who come into the centre such as for settling in their child or using Children's Centre services will be asked to have their temperature taken and wear a mask.</p>		<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place (HT / Site Manager).</p> <p>Car park limited to 4 cars to allow for children to move between the gate and their classroom.</p> <p>2-meter markers are present on floors (HT / Site Manager).</p> <p>Staggered start times to continue, avoiding bottle necks, and avoiding too many people at any one time. Social distancing to be maintained where possible.</p> <p>Parents to abide by our safety requests such as wearing a mask and having temperature taken. Purchase another forehead thermometer.</p> <p>Parental communication and expectation of the new social distancing rules. Parents will be able to drop off and collect children from the classroom gardens.</p> <p>Parent communication in advance of full opening though email, text and newsletters.</p>	3	4	

				<p>Zones for drop off and collection in the gardens and will also include pavement and walkway markings (SLT and LP)</p> <p>Visitor's approved for site access to follow entry protocols – symptom check, hand washing (Admin/ SLT/LP).</p> <p>Site manager briefing – social distancing, sign organisation (SLT)</p> <p>Approach to avoiding children entering school congregating and breeching social distancing is in place.</p> <p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>			
Managing staff and pupil hygiene safely	Emp Chn	<p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning. • Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing. • Are encouraged not to touch their mouth, eyes and nose. • Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Ensure that help is available for children who have trouble cleaning their hands independently. • Consider how to encourage young children to learn and practise these habits through games, songs and repetition. 		<p>Revisit expectations in staff meetings (HT).</p> <p>Staff have an up to date knowledge of all guidance relating to full opening of school.</p> <p>Stock checks once each day of all classroom and communal areas undertaken by site manager including soap, sanitiser, tissues, disposable hand towels, spray cleaner for equipment.</p> <p>Hand sanitiser access in all rooms.</p> <p>Display agreed posters in identified areas, at the main entrance or front office, in places visible to those at the school gate if possible, in the staffroom and in all toilets.</p>	4	4	

PPE	Emp Chn CVP ECVP C/S	<p>Wearing a face mask in school is not recommended and the majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</p> <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> ○ Children whose care routinely already involves the use of PPE due to their intimate care needs ○ If a child or staff member becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. 			<p>Site Manager to undertake storage of and checks of specific PPE equipment at least weekly.</p> <p>Staff briefing regarding identified pupils already receiving intimate care to refer to usual intimate care procedures (KM)</p> <p>A designated room for pupils or staff who become unwell onsite (Rainbow room).</p> <p>Consider long-term approach to obtaining adequate PPE supplies in place (LP).</p> <p>PPE requirements understood by all staff and appropriate supplies in place.</p>	3	4	
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Hazard Controls	Category of person	Existing Controls	Controls		Additional controls	Risk Level		
			Y	N				
Pupil Attendance	Emp Chn	<p>https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020?utm_source=3daf3f8c-87d9-4a78-90ec-6196e4a070e5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#contents</p> <p>Settings must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Settings should contact the local health protection team. This team will also contact settings directly if they become</p>			<p>Attendance monitoring and reporting training for admin teams in line with Government guidance (Office).</p> <p>Safeguarding of children will resume alongside the daily functioning of the school</p> <p>If a child falls ill in school, they will be immediately isolated and cared for by one member of staff dependent on which class bubble they are in. (Rainbow Room)</p> <p>Staff knowledge of systems in place when a child falls ill.</p> <p>Admin team briefing for recording attendance.</p>	3	4	

		<p>aware that someone who has tested positive for coronavirus (COVID-19) attended the setting – as identified by NHS Test and Trace.</p> <p>The local health protection team will work with settings to carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>Shielded and clinically vulnerable children who are extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school.</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice.</p> <p>Living with a shielded or clinically vulnerable person. If a member of child lives with someone who is clinically vulnerable (but not clinically extremely vulnerable, they can attend their education or childcare setting.</p> <p>If a child lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, we do not expect the child to attend.</p>			<p>Consistency in communication with all families across the school both from the office and class staff.</p> <p>Approach to supporting attendance for all children.</p>			
Staff Attendance	Emp PW CVP ECVP	Where a member of staff tests positive, the rest of their group should be sent home and advised to self-isolate for 10 days. The other household members of that wider group do not need to self-isolate unless they develop symptoms.			<p>SLT to undertake risk assessment of staffing.</p> <p>Staff to identify needs based on category guidance and speak to HT for a risk</p>			

		<p>Shielded and extremely clinically vulnerable adults are advised not to work outside the home (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work.</p> <p>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the staying at home and away from others (social distancing) guidance have been advised to take extra care in observing social distancing and should work from home where possible.</p> <p>Living with a shielded or clinically vulnerable person. If a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</p> <p>If a staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to work at home.</p>		<p>assessment and agreed outcome to be in place.</p> <p>Normal absence procedures are in place in line with the school handbook and should be followed by all staff.</p> <p>Guidance on self-isolation remains unchanged - i.e., 10 days or longer if symptoms persist. Members of the individual's household must self-isolate for 10 days.</p> <p>Birkin have provided a risk assessment and cleaning will be quality assured daily by site manager and weekly by SLT.</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear (see Wider opening plan).</p> <p>Planning for staff return to work for those staff that have been shielding or self-isolating, following a return to work meeting.</p>	4	4	
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Hazard Control	Category of person	Existing controls	Controls		Additional controls and considerations	Risk Level		
			Y	N		L	S	ER
Illness on site	Emp Chn	<p>If a staff member falls ill they will report to their line manager and leave site as soon as possible.</p> <p>If a pupil falls ill on site we will call the parents straight away and we would ask they are collected as soon as possible.</p>			<p>A member of staff who becomes ill and shows symptoms will be expected to book a test as soon as possible. Staff knowledge of revised symptoms list to include loss of taste and smell and /or a rash.</p> <p>Posters to be displayed in staff room and at the school gates.</p> <p>If a child falls ill in school they will be immediately isolated and cared for by one member of staff and then sent home. PPE to be worn and training room used while waiting.</p> <p>Leaders should remain vigilant to symptoms and immediately send home a staff member to self-isolate as soon as symptoms are noticed. Where someone has fallen ill, this will be reported to the site manager and this area cleaned as soon as possible.</p> <p>A designated room for pupils or staff who become unwell onsite (Rainbow room).</p>	3	4	
Physical 'in school' environments	Emp Chn	<p>Classrooms</p> <ul style="list-style-type: none"> • Removal of unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. • Limit soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). • Sufficient handwashing facilities are available. Provide hand sanitiser in classrooms and other learning environments for adult use. 			<p>Birkin have provided a risk assessment and cleaning will be quality assured daily by site manager and weekly by SLT. This is to reduce the contamination from resources / objects in learning environments</p> <p>Classroom risk assessments to be checked to make sure they are relevant to the use and identify issues.</p> <p>Clean outside sand pit regularly with disinfectant spray</p>	4	3	

		<ul style="list-style-type: none"> • Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. • Prop doors open using electronic door openers to limit use of door handles and aid ventilation. • Open windows to ensure through air. <p>Outside Space</p> <ul style="list-style-type: none"> • Play equipment will be used ensuring it is appropriately cleaned everyday especially as there will be a greater amount of children using them. • Physical activity – we will be using the outdoor area throughout the session where children will be engaged in physical activities. We do not offer group PE sessions. <p>Resourcing</p> <ul style="list-style-type: none"> • Book borrowing – wipe down book covers when they are returned. • Toy and book library resources lent to families through the Children’s Centre during the summer to be cleaned when returned. • Cleaning of resources used from outside the immediate classroom environment. • Outside sandpit to be sprayed with disinfectant on a daily basis. • Some soft furnishing to be used such as cushions, these will be washed regularly and sprayed with Dettol fabric spray. • Playdough to be made and used for only 1 day. 		<p>Soft furnishing such as staff room chairs to be sprayed regularly with Dettol spray for fabrics</p> <p>Stock checks once each day of all classroom and communal areas undertaken by site managers including classroom hygiene resources: hand soap, gloves, aprons, hand sanitiser, tissues, disposal paper towels, tissues, disposable hand towels, spray cleaner for equipment.</p> <p>Outdoor play/physical activity will take place outside and will be used as individuals or children playing alongside/with others.</p> <p>Rigour of handwashing MUST be maintained during the day.</p> <p>Weekly site checks of all physical environments by site manager and SLT.</p> <p>Weekly checks of electronic door closure devices by site manager.</p> <p>Daily cleaning of outside area by site manager including the climbing frame (jet washing).</p> <p>A wash station is to be set up for the children’s bikes. Teach children to wash the handles as part of a role play opportunity.</p> <p>Zoned outside areas for all groups of children where necessary. Star and Sun garden to be divided to allow for 2 class bubbles.</p> <p>Spray cleaner to be provided for classroom equipment cleaning after use (staff/cleaners/site manager).</p> <p>Lidded bins in all rooms to be cleaned twice a day. Bagged and disposed of.</p>			
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Hazard control	Category of person	Existing controls	Controls		Additional control considerations	Risk Level		
			Y	N		L	S	ER
Group sizes 'bubbles'	Emp Chn	<p>Children cannot be expected to remain 2 metres apart from each other and staff. The following expectations are therefore in place:</p> <ul style="list-style-type: none"> ○ avoiding contact with anyone with symptoms ○ frequent hand cleaning and good respiratory hygiene practices ○ regular cleaning of rooms ○ minimising contact and mixing <p>We will have 2 class groups, our 2 year old provision and the nursery classes for 3-4 year olds.</p> <p>Extended provision will also be offered for children where appropriate.</p> <p>Each class will have a designated snack time with either a piece of fruit or a small bowl of fruit. This will be allocated by a member of staff wearing gloves to reduce the risk of contamination.</p> <p>Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.</p>			<p>Handwashing at regular intervals and at key transition points. All children will wash their hands on arrival to nursery.</p> <p>Stock checks once each day of all classroom and communal areas undertaken by site manager including soap, sanitiser, tissues, disposable hand towels, spray cleaner for equipment.</p> <p>Birkin have provided a risk assessment which will be quality assured daily by site manager and SLT on a weekly basis.</p> <p>Additional support for high need pupils, individual risk assessment for children with EHCP's (DHT).</p> <p>Plan for smooth transitions between the classrooms and the outside area for drop off and collection by parents.</p> <p>Staff allocated to areas of the nursery and any cover will be offered by the 'float' so as to reduce the amount of staff moving around the nursery. PPA will be covered in the 2 year old provision from a member of the CC team.</p>	4	4	
Catering	Emp Chn	<p>Hot lunches will be provided for all children. This will be provided by Ann Tayler/Ashlyn's and bought in by taxi. The kitchen assistant will prepare the food for the children and bring into the classrooms (but not stay).</p>			<p>Children will wash their hands as they enter the nursery and stay within their base room.</p> <p>Designated key point of contact for MTS team (SLT).</p>	4	1	

		Meal time supervisors (MTS) will support an identified group of children and these will be children will have lunch in their base rooms.			MTS to provide a clean, hygienic lunch provision and will clean tables before and after the children eat.			
Wellbeing	Emp Chn PW EVCP CVP	<p>The mental health and wellbeing of staff (including school leaders themselves), and the need to implement flexible working practices in a way that promotes good work-life balance for teachers and leaders should be identified.</p> <p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. Consider staff transition back to work if self-isolating.</p> <p>Consider the well-being of shielding/self-isolating staff and keep in contact on a weekly basis (SLT).</p> <p>The staff room and resource room can only be used by a limited number of staff at any one time. Consider PPA time and stagger so staff can work safely.</p>			<p>Staff training session on processes and procedures of the full opening including information on staff well-being and self-care. Training will include how we provide the curriculum for children and plan for carpet sessions reducing the movement of children and staff around the nursery.</p> <p>Staff are prepared for supporting wellbeing of children receiving any potential disclosures (DSL/SLT)</p> <p>Key point of contact for all staff (SLT)</p> <p>Training room to continue to be a second staff room. CC and Moon Room staff will be allocated to this room.</p> <p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups <p>Staff to use their knowledge from the Trauma and COVID19 training then</p>	4	3	

				<p>undertook through partial closure. This will be included in the first INSET day.</p> <p>Consider pupil behaviour and managing transition from home to school and how this may increase anxiety for children and their parents for both returning children and new children.</p>			
Our Curriculum	Emp Chn	<p>We will provide and teach a broad and balanced curriculum focussing on the prime areas of learning and the characteristics of effective learning.</p> <p>Resources will continue to be cleaned and considered when settling up so that we limit the use of soft toys and furnishing.</p> <p>The outdoor sandpit will be used but the indoor dry sand will continue not to be used.</p> <p>Where possible use the outside area for the majority of learning opportunities. Consider our Forest School approach and types of activities and opportunities we can offer children.</p> <p>Home learning offer through the website, newsletters and Facebook information and FB live sessions.</p> <p>Outings and visits outside the nursery – we will not be taking children on any outings other than for walks around the local area if appropriate.</p>		<p>Time for staff to plan provision (structured PPA time) (see full opening plan)</p> <p>Continuation of home learning opportunities as these were well received by parents.</p> <p>Book borrowing will resume and books will be cleaned when returned. The Children's Centre toy and book library will run for 3 weeks in the summer holiday and will be reviewed in the autumn term. All resources will be cleaned.</p> <p>Any outings will have an individual risk assessment but we will NOT be taking children on public transport or into buildings.</p>	5	3	

Hazard controls	Category of person	Existing controls	Controls		Additional control considerations	Risk Level		
			Y	N		L	S	ER
Cleaning and Waste Disposal	Emp Chn C/S	<p>Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.</p> <ul style="list-style-type: none"> • Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles • If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used • Increased cleaning of all high-contact areas such as touched surfaces, bathrooms, door handles, telephones, grab-rails in corridors, stairwells including classrooms, staff rooms and main office. • 			<ul style="list-style-type: none"> • Classroom hygiene resource checklist: hand soap, gloves, aprons, hand sanitiser, tissues, paper towels, spray cleaner for equipment. • Classrooms and shared areas to be cleaned and quality assured by site manager daily. • Bins to be emptied twice daily before lunch and at the end of the day (site manager). • Site manager checks to take place daily and complete daily handover to SLT. • Birkin to provide updated document of cleaners, areas and focus priorities checked and quality assured by LP, LC, KM. • Is the capacity of cleaning staff adequate to enable enhanced cleaning regime? • System of reporting cleaning jobs to site manager through reiterated to all staff (job book). • Ensure that bins for tissues are emptied twice a day (site manager). • Classrooms and shared areas to be cleaned and quality assured by site manager daily. • Checking that lidded bins are in all classrooms and shared areas (LP). • Site manager briefing – hygiene resource checklist, duties and expected cleaning list (LP) 	4	4	
Attendance and engagement with the NHS Test	Employees Contractor Pupils Members of the Public	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools			<ul style="list-style-type: none"> • Identification of minimal permissible staffing levels to support full reopening of the school. • We will manage visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to 	4	4	

and Trace process	Vulnerability groups	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#contents</p> <ul style="list-style-type: none"> • Ensure that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school • Communication with staff, parents and pupils • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>		<p>visitors on or before arrival. Where possible we will organise visits outside of school hours. All visitors will sign in.</p> <ul style="list-style-type: none"> • We will work with the NHS Test and Trace process and will know how to contact local Public Health England health protection team when necessary. • We will ensure that staff members and parents/carers understand that they will need to be ready and willing to: • Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5. Children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which 		
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				<p>includes anyone involved in education or childcare, have priority access to testing</p> <ul style="list-style-type: none"> • Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required • PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> • where an individual child becomes ill with coronavirus (COVID-19) symptoms while at school • where a child has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used • A list has been created to show children and staff who has self-isolated or had a test. Parents/children and staff are required to show their negative test result before returning back to school. 			
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				https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care			
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Guidance Reference

- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
- [Preparing for wider opening from June 1st planning guide for primary schools](#)
- [Cleaning in non-healthcare settings](#)
- [The use of PPE in Education, Childcare and Social Care settings](#)
- <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>
- <https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>
- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>