

ETHELRED Risk Assessment for September reopening - Covid 19

Area of risk	Risk description	Risk assessment see key			Risk treatment measure/s	Residual risk assessment			Outcome
		Occurrence	Harm	Risk rating		Occurrence	Harm	Risk rating	
Reopening too soon/ without sufficient planning	If reopening is not managed clearly and efficiently then anxiety levels will rise.	3	3	9	<p>Clear plans:</p> <p>Staff</p> <ul style="list-style-type: none"> Risk assessment (RA) shared with staff and regularly reviewed. 2nd September - Annual briefing meeting to include discussion on key points of this RA. Head of School (HoS) to speak individually to staff who are returning to school for the first time since lockdown. Staff who were classed as clinically vulnerable will be encouraged to seek advice from GP or specialist clinician if concerned about the impact of returning to work. Guidance from the BAMEed Network including an individual risk assessment tool for BAME staff is available from the office. <p>Parents</p> <ul style="list-style-type: none"> Letter to parents sent at the end of Summer term including new arrangements for dropping off and collecting children, social distancing and enhanced cleaning arrangements. Key points from this RA posted on the school website at the start of Autumn term. 	1	2	2	Low

	Limiting social contact	3	3	9	<p>Children</p> <ul style="list-style-type: none"> • Reorganisation of attendance patterns to allow for discrete consistent groups with a maximum of 32 children in each. • Different start and finish times for part time and full time children in 3-4s rooms. • Separate entrances for groups starting at the same time, ie 2 year olds use the main entrance and part time 3 year olds use Lollard Street entrance. • Partitions in place in indoor and outdoor areas to keep 'bubbles' apart <p>Staff</p> <ul style="list-style-type: none"> • Where possible staff remain with their allocated group. • Three members of staff will be working with more than one group of children. • Staff to avoid close contact with other members of staff outside their bubble. This includes before and after school and at lunch time • Staff to wash or sanitise hands before entering the staff room or classroom. • No more than 6 members of staff in the staff room at a time. • Keep doors and windows open • Staff are encouraged to use training rooms, CC outdoor area and roof terrace at lunch time. • Local staff may go home for lunch. • Staff on Reception will work behind protective screens. <p>Parents</p> <ul style="list-style-type: none"> • Letter to parents sent at end of Summer term reminding them to adhere to social distancing guidelines outside the nursery entrances. • Social distancing signs placed outside both entrances. • Parents will only enter the premises in exceptional circumstances or for specific reasons such as collecting their child from the classroom door if they are unwell; settling a new child; initial nursery visit (out of hours). • Any parent who comes on site must wear a mask on entering the premises. • Where possible dinner money and additional hours payments will be made online. Where this is not possible parents may hand payments to the HoS or a member of admin staff at the door. 	2	2	4	Medium
Safeguarding considerations	Designated lead on site to ensure safeguarding policy can be maintained.	3	3	9	Executive Headteacher (EHT) and HOS to remain safeguarding leads. Additional designated leads used when necessary.	1	1	1	Low
	Adult to child ratios	3	3	9	1:4 adult:child ratio for 2 year olds Maximum of 1:13 for 3-4s (Average ratio for 3-4s will be 1:8)	1	2	2	Low
	Support for children still not attending	2	2	4	Weekly calls from Key Person (KP) and Better Start Workers. Regular texts with activity ideas to parents.	2	1	2	Low
	Children's wellbeing -	3	2	6	Staff to undertake Trauma Informed Schools training at the start of term. Learning from the training to be incorporated into emerging curriculum. Use relevant picture books to support discussion of difficult issues.	2	2	4	Medium

	separation anxiety / trauma / bereavement impact				<p>New children have nursery visit with their parent prior to start, then at least two 1 hour allocated settling in sessions with parent.</p> <p>Feedback to parents regarding significant behaviour/ issues can be shared over the phone after the session.</p> <p>Short individually timetabled "meet your child's new key person" sessions will be arranged for parents of children transitioning to 3-4s class from 2 year old class. These will take place in Children's Centre outdoor area.</p>				
	Staff wellbeing	3	2	6	Staff have access to free confidential advice and counselling via the Health Assured Employee Assistance Programme.	2	2	4	Medium
	Additional adults on site - drop off and collection	3	3	9	<p>Identified members of staff collect children from the allocated entrance</p> <p>No parents/carers allowed to enter the school site.</p> <p>Social distancing signs and markers displayed on windows and floors around both entrances.</p>	1	1	1	Low
Hygiene routines	Infection spreading from contact amongst children and staff -	3	3	9	<p>Regular hand washing:</p> <ul style="list-style-type: none"> • Upon arrival in the morning, and reentering the building throughout the day • Whenever one's hands are visibly dirty • After using the toilet • After coughing or sneezing into one's hands, or into a disposable tissue • Before and after eating • When going from one room to another, or between groups of children • After physical contact with others. <p>• Taps on children's sinks are hands-free. A member of staff will supervise handwashing and will operate soap dispenser and sanitise after use.</p> <p>• With a reduced number of toilets and hand basins in the 3-4s classroom, children who stay for lunch may wash their hands in the bathroom between the classroom and the hall.</p> <p>Catch it, Bin it, Kill it:</p> <ul style="list-style-type: none"> • An increased supply of tissues will be available in the classrooms, outdoor areas and lunch room. • Staff will show children how to catch coughs and sneezes in a tissue and how to dispose of it carefully in a bin. • Bins should be deep enough to allow tissues to be out of children's reach once disposed of. • Staff will empty bins before tissue levels become hazardous. 	2	2	4	Medium
	Not having access to cleaning products - ordering and replenishing	3	3	9	<p>A member of staff in each bubble will be responsible for monitoring supplies of:</p> <p>Soap, hand-sanitiser, disinfectant, aprons and latex gloves etc.</p> <p>Sufficient supplies of cleaning products have been sourced.</p>	1	1	1	Low

	Ensure correct hand washing procedure	3	3	9	Current Public Health notices displayed around school. All staff to read and monitor children washing hands. Staff to draw children's attention to hygiene posters.	2	2	2	Low
	Risk of infection from environment - cleaning resource, play spaces, surfaces and toilets	3	3	9	Staff will clean main surfaces and touch points in their classroom with antibac/ Milton solution as part of the tidy up routine before the end of morning session. Care should be taken to avoid children coming into contact with surface cleaning chemicals. Premises Officer will clean children's toilets, sinks and frequently touched surfaces in communal areas (door handles, handrails, finger plates, etc) between am and pm sessions. Premises Officer will wipe down outdoor surfaces after each session. Staff will vacate the classrooms by 4.30 to allow the cleaning company (ENGIE) to clean. ENGIE and the Premises Officer will ensure that all surfaces, both indoor and outdoor, are thoroughly cleaned and disinfected by 6:30pm. <ul style="list-style-type: none"> • All tables/chairs (Engie) • All surfaces (Engie) • All floors (Engie) • All toilets (Engie) 	2	2	2	Low
Symptomatic child procedures	Child with symptoms of COVID 19 - risk of infection to others	3	3	9	Parents have been asked to sign a declaration ensuring that their child does not come to school if they or anyone in the household symptoms of coronavirus. Parents will be advised that they must inform the school if their child has any symptoms related to COVID 19 and will be required to arrange for the child to be tested and to self isolate for a period of at least 10 days and until symptoms are no longer present. Symptoms that may lead to self isolation: <ul style="list-style-type: none"> • Temperature above 38.6 degrees* • Cough • Change to typical ability to smell/taste. *Staff to limit duration of contact to the minimum while taking a child's temperature In the event of a child developing symptoms at nursery: <ul style="list-style-type: none"> • Admin will telephone the parent or carer immediately and calmly explain they will need to be collected. • A letter has been prepared for parents on what to do next - go onto NHS website to arrange a test, if unavailable call 119, child with symptoms to self isolate for 10 days, all other family in the household for 14 days. If negative test results they can return to school, and the household ceases to self isolate. If tests are positive, see below. 	2	2	4	Medium

					<ul style="list-style-type: none"> One designated member to staff to sit with the child until collection. Adults are provided with PPE equipment if they are unable to maintain 2m distance, and to minimise contact with child/adult. Quarantine area to be cleaned once the child leaves. <p>A letter will go out to parents of children in the child/ adult's group informing them that someone has gone home with symptoms. The group will remain open until/ unless COVID-19 is confirmed by a positive test result.</p> <p>The following symptoms have also been present in children testing positive for COVID-19:</p> <ul style="list-style-type: none"> Headache Sore throat Fatigue Loss of appetite <p>However, as these symptoms are common to many childhood illnesses we would treat them as such and contact parents in the normal way advising them to keep the child at home until they feel better.</p>				
Area to quarantine child/ adult with symptoms	3	3	9	<ul style="list-style-type: none"> Isolation space will be created in the Child to be brought to isolation space with their belongings via the playground. Other children to be sensitively directed away from the sick child's route. Minimal resources to be left in this area to reduce cross contamination. <p>Ensure space has -</p> <ul style="list-style-type: none"> Additional PPE equipment - visor, apron, gloves. Toys/resources for child while waiting Drinking water First aid supplies (trip first aid kit?) Blanket 	2	2	4	Medium	
Child/adult needing to self isolate	3	3	9	<p>Emergency kit located in each classroom. Additional resources to be kept centrally in the office.</p> <p>Contents -</p> <ul style="list-style-type: none"> PPE - apron, mask, gloves, visor 	2	2	4	Medium	
Positive COVID case	3	3	9	<ul style="list-style-type: none"> No entry to space for 72 hrs and then deep cleaned. STRICTLY NO ENTRY signs are put up around the area. Contact Rachel, Lambeth and Local Health Protection Agency 	2	2	4	Medium	

					<ul style="list-style-type: none"> • HoS communicates with parents directly as soon as a child/adult is self isolated. • Staff to be reminded to be calm and considerate and to aim to minimise anxiety. <p>Health Protection Agency would advise whether school would need to be closed and whether staff and children need to self-isolate..</p>				
Classroom layouts	Limiting social contact	3	3	9	<p>Each bubble to be clearly defined and have individual access to outside space.</p> <p>Staff in bubbles minimise contact with other staff, ie. admin, PO, HoS and staff in other bubbles.</p>	2	2	4	Medium
	Spread of the virus	3	3	9	<p>Doors to playground open at all times.</p> <p>Only essential items to be brought into school.</p> <p>Each child's bag must be clearly labelled. Bags can be left in school overnight.</p> <p>Each child has a labelled school water bottle which is kept out of reach and offered to the child at regular intervals.</p> <p>Staff be aware to limit handling of children's bottles. Bottles are soaked overnight in Milton.</p>	1	2	2	Low
	Resources -	3	3	9	<p>Dressing up clothes will be removed from the environment.</p> <p>Parents will be asked to provide waterproof jackets and wellies on rainy days. If children come without their own waterproofs they may use the nursery's wet weather gear.</p> <p>Sand, water and 'messy play' resources may be used.</p> <p>Each group in part time classes will have its own playdough.</p> <p>Staff to be aware of children mouthing resources. If this happens remove the resource and soak in Milton for 15 minutes.</p> <p>No resources to be taken home.</p>	2	2	4	Medium
	Risk of infection - increased cleaning of resources in pods	3	3	9	SEE HYGIENE ROUTINES ABOVE	1	2	2	Low
	Enough cleaning and protective resources for each pod	3	3	9	<p>Each bubble to have their own supply of -</p> <ul style="list-style-type: none"> • Gloves and aprons • Changing book 	1	1	1	Low

					<ul style="list-style-type: none"> • Accident book • First aid kit • Spare clothes • Disinfectant spray and cloths • Access to drinking water. • Hand sanitizer <p>All resources to be checked and replenished by the premises officer at the end of each day (when children and staff have gone home).</p>				
Admin, SLT and Premises staff	Exposure to pod staff, children, parents and outside contractors	3	3	9	<p>Admin staff, SLT and Premises Officer practice social distancing among themselves and encourage staff in pods to also maintain a distance of 2 metres when outside of the pod.</p> <p>Where possible Admin, SLT and Premises Officer do not enter classrooms while pods are operational.</p> <p>Staff in pods will organise resources for their group prior to the start of the session to avoid unnecessary contact with staff outside the pod. Resources stored in the admin area will be retrieved by admin staff.</p> <p>Parents will remain outside.</p> <p>All non-essential works will be postponed.</p> <p>Essential contractors will visit outside of school hours if possible. If this is not possible they will not come into contact with staff or children in the pods.</p>				
Outdoor play	Resources - remove any high risk resources	3	3	9	<ul style="list-style-type: none"> • Use metal A frames and wipe down between sessions (PO) • Wooden planks may be used if they can be wiped down between sessions. • Clean handles and seats of bikes and other wheeled toys between sessions. A maximum of 3 children's tricycles will be available in order to ensure thorough disinfection after use. • Staff in each class to risk assess use of wheeled toys given the reduced space and increased numbers of children. 	2	2	4	Medium
	Limit social contact.	3	3	9	<p>All children will be encouraged to access the outdoor area. Parents will be asked to provide suitable waterproof jackets and boots to enable children to play outside in all weathers.</p> <p>Children will be encouraged to play outside whenever possible.</p> <p>As we move into winter we will need to manage the potential for increased numbers of people inside. If numbers in any classroom appear to exceed safe limits we may need to utilise part of the hall as a learning space.</p> <p>2 year olds</p> <ul style="list-style-type: none"> • Children will use the designated 2 year old outdoor space only. This will be reviewed after half term. <p>3-4s</p> <p>Screens divide the playground into two self contained areas with</p>	2	1	2	Low

					<p>separate access points:</p> <ul style="list-style-type: none"> • Full time class: doors leading from the front part of 3-4s room giving access to the left hand half of the playground. • Part time class: usual outdoor access doors giving access to the right hand half of the playground. • After eating their lunch, half of the full time children (on a rota) will use the right hand side of the playground in order to access the sandpit and mud kitchen while the other half have a story in the hall. 				
Fire safety	If the fire alarm goes off.	3	3	9	<ul style="list-style-type: none"> • Fire safety notices have been updated to reflect current procedures. • Staff to familiarise themselves with fire evacuation procedures (displayed throughout the building). • All staff and children leave school and sit in their bubbles on the low wall to the right of the school entrance. • Fire drill will be completed within the first 4 weeks of term. 	2	1	2	Low
Children with care plans and medical conditions	Children at increased risk of infection to COVID-19	3	3	9	<p>Children in the clinically extremely vulnerable category are encouraged to stay at home.</p> <p>Each class will have their own medications folder and first aid kit</p> <ul style="list-style-type: none"> • All staff in the class to be aware of individual child care plans. • Ensure medication form is completed and signed by parent. • Parents are advised to check the expiry date of children's medications. • Medication for children in the full time 3-4s class will be stored in the medical room. • Medication for children in the part time 3-4s class will be stored in the tall cupboard in the art area. • Medication for the 2 year olds class will be stored in the tin cupboard in the bathroom. 	2	2	4	Medium
Children with SEND	Support for children with high levels of need.	2	3	6	<p>Children with an EHCP:</p> <ul style="list-style-type: none"> • All staff in the bubble should familiarise themselves with suggested strategies to support the child. HoS will discuss key elements of the plan with relevant staff. <p>Other children with high levels of need:</p> <ul style="list-style-type: none"> • HoS will share IEPs with relevant staff • Some children will require higher levels of physical contact in order to engage them and to meet their personal needs. Staff will need to do this in a sensitive and proportionate way. Trying to avoid physical contact with a child may cause them distress. • Staff to wear gloves and a disposable apron when changing a child or dealing with bodily fluids. These will need to be disposed 	2	2	4	Medium

					<p>of in a sealed plastic bag inside a lidded bin.</p> <ul style="list-style-type: none"> Masks or visors can be worn when changing a child or when dealing with bodily fluids. Masks must be removed and disposed of carefully and hands washed immediately once the procedure is completed. Face shields will need to be cleaned by the wearer daily, or more frequently if necessary. Individual risk assessments will be carried out on children with high needs to ensure the safety of the child and other children and adults in the group. In the event of an adult or child being injured by a child with additional needs an incident form should be completed. If the behaviour persists the key person will use the ABC (Antecedent Behaviour Consequence) sheet to determine the best strategy to prevent further recurrences of the injurious behaviour. Some adults working one to one with a child over a longer period of time may wear a face shield. The member of staff will be responsible for cleaning and storing the item safely to prevent cross infection. 				
First aid	Informing parents of accidents - children having accidents in school.	3	3	9	<p>Each bubble will have their own first aid kit and a named member of staff who is responsible for ensuring these are topped up regularly.</p> <p>Normal reporting procedures will be in force when a child has an accident. Each bubble will have at least two people with Paediatric First Aid training.</p>	1	1	1	Low
Free schools meals	Eligible children having access to free school meals while self isolating	3	2	6	<p>Ensure children eligible for Free School Meals who are self isolating have access to a midday meal. See https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools</p> <p>Liaise with Childrens Centre to arrange for food parcels for most at risk families.</p>	1	1	1	Low
Visitors to the school	Essential works to be carried out (if required)	3	2	6	<p>Cleaners begin work once children have left the building.</p> <p>Cleaning schedule shared with staff so that they can vacate their room in time.</p> <p>Limit and postpone any non-essential works and visitors.</p> <p>Unless it is an emergency outside contractors and other visitors should not be on site during session times.</p> <p>If emergency work needs to take place in the classroom during sessions children will be sent to the playground.</p>	1	1	1	Low
Music Therapy	Risk of infection resulting from wider contacts or from sharing resources	3	3	9	<p>Music therapist will work initially with an individual child and parent or with siblings supported by a Teaching Assistant.</p> <p>Extra time will be allocated to cleaning the designated area and resources. Soft furnishings will be removed.</p>	1	2	2	Low

					Parents and supporting adults may wear a face covering. Loud singing and very energetic movement will be minimised to limit the expulsion of droplets from the mouth and nose. Mouth instruments will not be used over this period.				
Specialist teachers	Risk of infection resulting from wider contacts or from sharing resources	3	2	6	<p>Art and Music teachers will be returning to Ethelred in November. Each specialist will work with one class for a half term, then swap classes in the following half term.</p> <p>Each teacher will be responsible for sanitising the resources used in the session. Items which cannot be disinfected readily will be quarantined for 72 hours.</p> <p>Where possible teaching will take place outside. If this is not possible sessions will take place in well ventilated rooms.</p> <p>The visiting teacher will wear a mask in the communal areas and a face visor will be available for classroom use.</p> <p>SINGING SESSIONS:</p> <p>2 x 30 minute sessions with half of the group in each (to include sanitising area and resources); supporting adult(s) to place themselves at least 2 metres from visiting teacher;</p> <p>Loud singing and very energetic movement will be minimised to limit the expulsion of droplets from the mouth and nose.</p>	1	2	2	
Children's Centre services	Risk of infection resulting from wider contacts or from sharing resources and facilities	3	2	6	<p>Children's Centre groups and one to one consultations will be resuming at Ethelred in October.</p> <p>Meetings have taken place between the nursery and the Better Start Area manager. The plan is to trial a small sewing group (8 learners) taught by a Morley College tutor, with a creche. This will take place on Thursday from 10.00 to 12.00.</p> <p>All learners and visiting tutors will wear a mask in the communal areas of the building.</p> <p>Learners will come in through the main entrance one at a time half an hour after all nursery children are in. Better Start Workers will be on hand to manage the safe entry and exit of the building.</p> <p>Learners will go straight upstairs, either up the staircase or using the lift. They will register at the CC admin office before dropping their child at the creche or entering the training room.</p> <p>In the training room each learner will have their own desk, sewing machine and resources throughout the course, placed at a 2 metre distance from other learners and the tutor. Windows in the room will remain open.</p> <p>The CC staff toilet will be used by course participants only. CC staff will use the toilet in the staff room.</p> <p>At the end of the session Better Start workers will call learners individually to collect their child from the creche.</p> <p>The tutor (and/or learners) will be responsible for sanitising the sewing</p>				

					equipment. Engie cleaners will clean the training room at the end of the day.				
Breakfast and afterschool club	Breakfast and After School club will not resume until after half term.								

Risk assessment completed by:	Cathy Byrne	Date:	10/09/2020 updates: 25/09/2020; 03/10/2020; 05/10/2020 (post-ISC).
Signature:	<i>C Byrne</i>	Date:	10/09/2020
Signed by Headteacher:		Date:	
Signed by Chair of ISC:		Date:	
Signed by individual:	n/a	Date:	n/a

RISK LEVEL ESTIMATOR			
SEVERITY OF HARM	SLIGHTLY HARMFUL 1	HARMFUL 2	EXTREMELY HARMFUL 3
LIKELIHOOD OF HARM			
HIGHLY UNLIKELY OCCURRENCE 1	Low 1	Low 2	Medium 3
UNLIKELY OCCURRENCE 2	Low 2	Medium 4	High 6
LIKELY OCCURRENCE 3	Medium 3	High 6	High 9
RISK BASED CONTROL PLAN			
RISK LEVEL	ACTION AND TIME SCALE		
Low 1	No action is required and no documentary records need to be kept.		
Low 2	No additional precautions are required. Consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.		
Medium 3 & 4	Effort should be made to reduce the risk further, within a defined time period, but the costs of precautions should be carefully measured. Where the medium risk is associated with extremely harmful consequences further assessment may be necessary to establish precisely the likelihood of harm as a basis for deciding the need for improved precautions.		
High 6	Work should not be started until risks have been reduced. Considerable resources may have to be allocated to reduce the risk. In the event that no action can be taken to reduce the risk the matter must be referred to a senior officer. The OHS Team should also be contacted for advice.		
High 9	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk, even with unlimited resources, work has to remain prohibited and the matter referred to a senior officer. The OHS Team should also be contacted for advice.		
NOTE: Low means that risk has been reduced to the lowest level that is reasonably practicable			