

ETHELRED Risk Assessment for reopening January 2021- Covid 19

This Risk Assessment has been created in response to the increase in cases in the local area due to the new highly transmissible strain of COVID 19.

The measures below apply to the first half of the Spring term (4th January to 12th February 2021) and will be reviewed regularly in the light of changing circumstances.

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) will be shared with staff and regularly reviewed in the light of changing circumstances. 4TH JANUARY - staff meeting to discuss key changes to working practices and expectations for staff. Staff who were classed as extremely clinically vulnerable will be required to work from home. Staff who are classed as clinically vulnerable will be encouraged to seek advice from GP or specialist clinician if concerned about the impact of returning to work. Staff may request meetings with the Head of School to discuss their individual concerns. Staff will be notified in good time of any significant amendments to this risk assessment. <p>Parents</p> <ul style="list-style-type: none"> Letter from Executive Head sent to all parents informing them of changes to arrangements for the start of term. Key points from this RA posted on the school website at the start of Spring term to be reviewed within two weeks. 	1	2	2	Low

	Limiting social contact	3	3	9	<p>Children</p> <ul style="list-style-type: none"> • Only children of critical workers and children considered vulnerable may attend school in the first two weeks of term. Priority will be given to 3 and 4 year olds who fall into these categories. • A maximum of 14 children will be able to attend at one time. <p>Staff</p> <ul style="list-style-type: none"> • During this period there will be 1 group of children, which constitutes the childcare bubble. Two teams of staff will come into work in the childcare bubble for 3 weeks at a time. • Team 1 will come in from 4th to 22nd January; • Team 2 will come in from 25th January to 14th February. This is to minimise the potential spread of the virus between a higher number of children and adults. • If numbers of vulnerable children or children of critical workers who are not able to be cared for at home, potentially exceed the limit in the group, we will consider opening another bubble. • When staff are not working in the childcare bubble they may be asked to come into work if the work they are given cannot be done from home. • The admin bubble has 2 people in it. • The Head of School and the Premises Officer each have their own bubble. • Where possible staff remain with their allocated group throughout this period. • Staff must wear a face covering when moving outside of their bubble. This includes when returning registers; crossing the playground beyond their bubble; before and after school and when greeting children and parents. • Staff will wash or sanitise hands before entering the staff room or classroom. • No more than 6 members of staff may use the staff room at a time. Staff may only share a table with other staff from their bubble. Staff from different bubbles must remain 2 metres apart. • Doors and windows must be opened. • A section of the hall will be designated for staff use at lunchtime if necessary. Staff using this area may use the microwave in 3-4s classroom to heat their food. Wipes will be available to sanitise shared equipment. • Staff from different bubbles must remain 2 metres apart. • Local staff may go home for lunch. • Staff on Reception will work behind protective screens. • Staff must avoid unnecessary circulating outside of their bubble. • All classroom resources should be prepared at the start of the day to minimise contact with admin staff during the teaching session. <p>Parents</p> <ul style="list-style-type: none"> • Reminders will be sent to parents at the start of term regarding 	2	2	4	Medium
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					<ul style="list-style-type: none"> social distancing guidelines. Social distancing signs are placed outside both nursery 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. 				
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	All 3 and 4 year old children who are considered vulnerable will be encouraged to attend from the start of term. Two year olds considered vulnerable may attend from the second week of term. Where parents of vulnerable children choose to keep their child(ren) at home the Head of School or the child's Key Person (KP) will make contact with the family at least once a week. Vulnerable families not attending nursery will be referred to the Better Start Team within two weeks from the start of term. Parents whose children are not attending nursery will receive activity ideas at least once a week.	2	1	2	Low
	Children's wellbeing - separation anxiety / trauma / bereavement impact	3	2	6	Staff have access to Early Years Trauma Informed Schools training materials which were introduced last term. These can be used to support children's mental health and wellbeing. Learning from the training will be incorporated into the curriculum. Use relevant picture books to support discussion of difficult issues. New children will have a nursery visit with their parent prior to their start date, once it is safe to do so. In the meantime induction will be done virtually. Children attending the provision for critical worker and vulnerable children will be supported by at least one member of staff who knows the child well.	2	2	4	Medium
	Staff wellbeing	3	2	6	Staff have access to free confidential advice and counselling via the Health Assured Employee Assistance Programme. Staff are also encouraged to discuss any work-related anxieties with the Head of School.	2	2	4	Medium

	Additional adults on site - drop off and collection	3	3	9	<p>Identified members of staff will collect children from the allocated entrance</p> <p>In exceptional circumstances parents may accompany their child to the classroom door. In the event that a child is too distressed to leave their parent, the parent may be asked to take them home. All parents will be required to wear a face covering while on site.</p> <p>Social distancing signs and markers are 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. <ul style="list-style-type: none"> • Taps on children's sinks are hands-free. A member of staff will supervise handwashing and will operate soap dispenser and sanitise after use. • An increased supply of tissues will be available in the classroom and outdoor area. • 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. 	2	2	4	Medium
	Changing children and other personal care				<ul style="list-style-type: none"> • Staff changing children or administering other personal care will have access to gloves, aprons and a mask or visor. • Provision will be made for the member of staff to wash and change after removal/disposal of any protective equipment if necessary. • Any contaminated PPE must be placed in a secure plastic bag, which is then sealed and disposed of away from general classroom waste. • The changing area will be cleaned as soon as possible after use. 				
	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	<p>Staff will support and monitor children washing hands.</p> <p>Staff to draw children's attention to hygiene posters.</p>	2	2	2	Low

	Risk of infection from environment - cleaning resource, play spaces, surfaces and toilets	3	3	9	<p>Staff will clean frequently touched surfaces in their classroom with antibac/ Milton solution as part of the tidy up routine before the end of morning session.</p> <p>Care should be taken to avoid children coming into contact with surface cleaning chemicals.</p> <p>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.</p> <p>Premises Officer will wipe down outdoor surfaces after each session.</p> <p>Staff will vacate the classrooms by 4.30 to allow the cleaning company (ENGIE) to clean.</p> <p>ENGIE and the Premises Officer will ensure that all surfaces, both indoor and outdoor, are thoroughly cleaned and disinfected by 6:30pm.</p> <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	<p>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.</p> <p>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.</p> <p>Symptoms that may lead to self isolation:</p> <ul style="list-style-type: none"> • Temperature above 38.6 degrees* • Cough • Change to typical ability to smell/taste. <p>*Staff to limit duration of contact to the minimum while taking a child’s temperature</p> <p>In the event of a child developing symptoms at nursery:</p> <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 and all other household members to self isolate for 10 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 will 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 will be cleaned once the child leaves. <p>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"> The isolation space will be in part-time 3-4s room by the key group area nearest to the door to the hall. Other children will 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	Staff in bubbles minimise contact with other staff, ie. admin, PO, HoS and staff in other bubbles.	2	2	4	Medium
	Spread of the virus	3	3	9	Doors to playground open at all times. Only essential items to be brought into school. Each child's bag must be clearly labelled. Bags can be left in school overnight. Each child has a labelled school water bottle which is kept out of reach and offered to the child at regular intervals. Staff be aware to limit handling of children's bottles. Bottles are soaked overnight in Milton.	1	2	2	Low
	Resources -	3	3	9	Dressing up clothes will be removed from the environment. Parents will be asked to provide waterproof jackets and wellies on rainy days. Staff to be aware of children mouthing resources. If this happens remove the resource and soak in Milton for 15 minutes. No resources to be taken home.	2	2	4	Medium
	Enough cleaning and protective resources for each bubble	3	3	9	Each bubble to have their own supply of - <ul style="list-style-type: none"> • Gloves and aprons • Changing book • 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>	1	1	1	Low
Admin, SLT and Premises staff	Exposure to bubble staff, children, parents and outside	3	3	9	Admin staff, SLT and Premises Officer practice social distancing among themselves and encourage staff in bubbles to also maintain a distance of 2 metres when outside of the bubble.				

	contractors				<p>Where possible Admin, SLT and Premises Officer do not enter classrooms while bubbles are operational.</p> <p>Staff in bubbles will organise resources for their group prior to the start of the session to avoid unnecessary contact with staff outside the bubble. 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 bubbles.</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>	2	1	2	Low
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 drills 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 and adults in the clinically extremely vulnerable category must 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 the parent. Parents are advised to check the expiry date of children's medications. Medication for all children on site will be stored in the 3-4s class. 	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 must wear gloves and a disposable apron when changing a child or dealing with bodily fluids. These will need to be disposed of in a sealed plastic bag inside a lidded bin. Masks or visors should be worn when changing a child or when dealing with bodily fluids. Disposable 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. Adults working one to one with a child over a longer period of time may wish to wear a face shield. The member of staff will be responsible for cleaning and storing the item safely to prevent cross infection. 	2	2	4	Medium
First aid	Informing parents of accidents - children having accidents in school.	3	3	9	<p>First aid kit will be stored in the changing area of the 3-4s classroom.</p> <p>Normal reporting procedures will be in force when a child has an accident.</p> <p>A member of staff will bring the accident form to the parent at the door</p>	1	1	1	Low

					for signing. Staff will be wearing a face covering. Each bubble will have at least two people with Paediatric First Aid training.				
Free schools meals	Eligible children having access to free school meals while self isolating	3	2	6	Children eligible for Free School Meals will be offered a voucher for food during school closure period. Liaise with Childrens Centre to arrange for food parcels for most at risk families.	1	1	1	Low
Visitors to the school	Essential works to be carried out (if required)	3	2	6	Cleaners begin work once children have left the building. Cleaning schedule shared with staff so that they can vacate their room in time. Limit and postpone any non-essential works and visitors. Unless it is an emergency outside contractors and other visitors should not be on site during session times. If emergency work needs to take place in the classroom during sessions children will be sent to the playground.	1	1	1	Low
Music Therapy	Risk of infection resulting from wider contacts or from sharing resources	3	3	9	Music therapist will work with siblings supported by a Teaching Assistant. Extra time will be allocated to cleaning the designated area and resources. Soft furnishings will be removed. 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.	1	2	2	Low
Specialist teachers	Risk of infection resulting from wider contacts or from sharing resources	3	2	6	Art and Music teachers will not be in school over this period.				
Children's Centre services	Risk of infection resulting from wider contacts or from sharing resources and facilities	3	2	6	Children's Centre face to face groups and one to one consultations have been cancelled until further notice.				
Breakfast and afterschool club	Reopening of Breakfast and After School clubs will be reviewed within the first two weeks of term.								

Risk assessment completed by:	Cathy Byrne	Date:	03.01.2021, reviewed 06.01.2021; reviewed 19.01.2021
Signature:	<i>C Byrne</i>	Date:	03.01.2021

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			