

**RISK ASSESSMENT for Ann Bernadt and Nell Gwynn Nursery Schools
FOR CHILDREN/STAFF/FAMILIES/ALL OTHER USERS**

Assessment Date: 07/09/2021

Assessor(s) Name(s): Lynne Cooper/ Levia Ostrove-Pound /Pippa Baker

Environment /Activity	Hazard	Affected	Severity of Harm	Likelihood of Harm	Control Measures to Reduce Risk	Action by whom and when
Workplace	Staff may contract Covid by failing to follow Government guidelines	Staff/ families/ children	M	L	<p align="center">Social Interaction</p> <p>Please abide by the government guidelines, we have a responsibility to ourselves, families, and to the wellbeing of our colleagues which does not stop when we leave work. Please don't let your guard slip away from work.</p>	All staff - ongoing

Workplace	Passing on Covid to others whilst positive though asymptomatic	Staff / families/ children	H	L	<p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>Staff with a positive LFD test result will need to self-isolate. They will also need to arrange a polymerase chain reaction (PCR) test to confirm the result. Staff with a negative LFD test result can continue to attend nursery</p> <p>Those with symptoms must order a test online or visit a test site to take a polymerase chain reaction (PCR) test to check if they have the virus.</p>	
Staff	Staff availability	Staff	L	L	<ul style="list-style-type: none"> • A Designated person on site or reachable at all times • Appropriate numbers of First Aid at Work trained staff at each school • Premises on call for each school 	

<p>Staff/ Children and Families</p>	<p>Covid 19 may be transmitted within the nursery school</p>	<p>All users</p>	<p>M</p>	<p>M</p>	<p>All staff to understand the ‘system of controls’ and how they are applied in settings.</p> <p>Ensure that parents and carers are aware of the ‘system of controls’, how this impacts them and their responsibilities in supporting it</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, do not attend settings</p> <p>Children, staff and other adults not to come into setting if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days. Anyone developing symptoms during the day to be sent home,</p> <p>If anyone in the setting has symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they must be sent home and advised to follow Government guidance for households with possible or confirmed coronavirus (Covid 19) infections.</p> <p>PLEASE SEE FLOW CHART AT END OF DOCUMENT</p> <p>Less common symptoms include sore throat, aches and pains, conjunctivitis, diarrhoea, headache, skin rash</p> <p><u>Contacts NOT required to self-isolate</u></p>	<p>All staff and nursery users</p>
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				<p>a. Any contacts which the following apply, will not legally be required to self-isolate:</p> <ul style="list-style-type: none"> i. fully vaccinated and at least 14 days have passed since receiving the recommended doses ii. aged under 18 years and 6 months, iii. taken part in or currently part of an approved COVID-19 vaccine trial iv. not able to get vaccinated for medical reasons <p>b. Contacts not required to self-isolate will be advised to have a PCR test.</p> <ul style="list-style-type: none"> i. If a contact has previously received a positive PCR test result in the last 90 days, they should not arrange to have another PCR test, unless they have developed new symptoms. ii. There is no requirement to self-isolate while awaiting PCR test results and so individuals can attend their setting as usual. <p><u>c. Contacts aged 4 and under will only be required to take a PCR test if the positive case was someone in their household</u></p> <p>Contacts required to self-isolate</p>	
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				<p>a. Any contacts over the age of 18 years and 6 months, that have only received one dose of COVID-19 vaccine or has not been vaccinated, will still be required to self-isolate and follow the points below:</p> <p>i. Any contacts who are in the same household as cases will be advised to self-isolate for 10 days. They should also be advised to take a PCR test asap.</p> <p>ii. All other contacts will be advised to self-isolate for 10 days from the last point of contact with the case. PCR testing is advised for all contacts of a confirmed covid-19 case.</p> <p>iii. Contacts who are symptomatic will be advised to self-isolate and get tested.</p> <p>iv. Symptomatic contacts who do not get tested should remain isolated for 10 days from the onset of their symptoms.</p> <p>v. Asymptomatic people who are tested and found to be positive will be advised to self-isolate until 10 days after date of specimen (or re-set the clock to 10 days after onset of symptoms if they go on to develop symptoms). Contact trace from 2 days prior to specimen date to 10 days after.</p> <p>vi. Household contacts of contacts do not need to self-isolate</p> <p>COVID</p> <p>If a child is awaiting collection following displaying symptoms they should be moved to a room where they can be isolated behind a closed</p>	
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				<p>door, with appropriate adult supervision. A window should be opened for ventilation.</p> <p>AB- Full time pod –Sand room - Part time pod –Section outside the sensory garden</p> <p>NG- Hall Mezzanine</p> <p>If they need to go to the toilet while waiting to be collected, they should use a separate one. The toilet must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>	
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				<p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p>2. Use of face coverings in schools</p> <p>Face coverings are no longer recommended for staff and visitors in corridors or communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport.</p> <p><u>Circumstances where face coverings are recommended</u></p> <p>If we have a substantial increase in the number of positive cases in our setting a director of public health might advise us that face coverings should temporarily be worn in communal areas by staff and visitors (unless exempt).</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used</p>	
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				<p>after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>3. Clean hands thoroughly more often than usual</p> <p>Coronavirus (COVID-19) is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitiser.</p> <p>Staff must ensure that they and the children clean their hands regularly, including:</p> <ul style="list-style-type: none"> • when they arrive at nursery • before and after eating • after using the toilet • after changing children <p>Regular and thorough hand cleaning is needed for the foreseeable future.</p> <ul style="list-style-type: none"> • supervise use of hand sanitiser use, given risks around ingestion. All children, but particularly those with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative 	
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				<ul style="list-style-type: none"> • staff to build these routines into nursery culture, and ensure younger children and those with complex needs understand the need to follow them <p>4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <ul style="list-style-type: none"> • Staff to ensure they have enough tissues and bins available to support children and to implement this routine. As with hand cleaning, staff must ensure younger children are helped to get this right, and all children understand that this is now part of how the nursery operates. The e-Bug coronavirus (COVID-19) website <p>5. Enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents</p> <p>6. Ventilation -When our settings are in operation, it is important to ensure they are well ventilated and that a comfortable environment is maintained.</p> <p>7. The Government no longer recommends that it is necessary to keep groups apart as much as possible.</p> <p>Our contingency plans, cover the possibility that it may become necessary to reintroduce keeping groups apart for a temporary period.</p> <p>The Federation of Ann Bernadt and Nell Gwynn nursery schools will continue to minimise mixing within settings by keeping groups of children apart as much as possible.</p>	
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				<p>At Ann Bernadt there are three classes each day one is full time and two-part time.</p> <p>At Nell Gwynn there are three classes.</p> <p>8. Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child becomes ill with coronavirus (COVID-19) symptoms while at a setting. • where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>RESPONSE TO ANY INFECTION</p> <p>9. Children, staff and other adults should follow public health advice on when to self-isolate and what to do. (see earlier) They should not come into the setting if they have symptoms of coronavirus (COVID-19) or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p>	
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				<p>If anyone in our settings develops symptoms of coronavirus (COVID-19), however mild, they should go home and follow public health advice.</p> <p>For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>If a child is awaiting collection, appropriate PPE should be used if close contact is necessary. Further information on this can be found in use of PPE in education, childcare and children’s social care. Any rooms they use should be cleaned after they have left.</p> <p>Staff and children with a positive rapid lateral flow test result should self-isolate in line with COVID-19: guidance for households with possible coronavirus infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>While awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive rapid lateral flow test, and is negative, it overrides the rapid lateral flow test and they can return to the setting, as long as the individual does not have COVID-19 symptoms.</p> <p>10. Managing confirmed cases of COVID-19 in the setting</p> <p>Schools will take swift action if they become aware that someone who has attended has tested positive for coronavirus (COVID-19</p>	
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				<p>If a member of staff or child shows possible COVID-19 symptoms. Staff working in that bubble will be notified.</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</p> <p>11. When settings will take additional action.</p> <p>Additional action including contacting Public Health England will be taken when.</p> <ul style="list-style-type: none"> • 5 children, children or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period <p>Further actions to be taken under points 10 and 11 are laid out in the below document which should be followed in relation to the management of cases.</p>	
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					<u>London Local Authority Public Health Teams Procedure for Managing Covid-19 Cases in Educational Settings Updated 30/08/2021</u>	
School	Visitors bringing Covid into school	Staff/users	M	I	<ul style="list-style-type: none"> • Parents and carers will not be allowed into the setting unless this is essential, and children should be dropped off and collected at the door if possible. • Settings should manage other visitors to the site, such as contractors, and ensure site guidance on hygiene is explained to visitors on or before arrival. Where visits can happen outside of setting hours, a record should be kept of all visitors where this is practical. • In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child's EHC plan, they should closely follow the protective measures in the setting, and the number of attendances should be kept to a minimum. Where possible to do so, social distancing should be maintained. • All committee involvement, should where possible, be conducted via virtual conferencing such as zoom • Settling new children to be carried out during 1:1 meeting with Key person, in outside area where possible. 	Visitors

School	Some children/adults present as asymptomatic but may still be able to pass virus on	Staff/ children/ families	M	L	<ul style="list-style-type: none"> • Classes to continue to have staggered times to drop off/collect. • Parents /carers to wait in demarcated order outside school while child collected and returned. • Admin team to contact parents if they have recently returned from overseas. To check what the rules are from returning from that country and if appropriate to show the negative results before returning to school • Before children enter setting gel to be used on hands 	Staff and all users
Nursery	Children/adults with underlying health conditions/vulnerabilities are in the nursery.	Staff/ children/ families	M	M	<p>Pupils who are clinically extremely vulnerable</p> <p>All children who are CEV should attend their setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p>	
Staff arrival at school (and leaving at the end of the day)	Bringing the communicable diseases including COVID-19 into the nursery on clothes or hands. Coming into contact with other people.	Staff	M	I	<ul style="list-style-type: none"> • Alcohol hand gel to be applied on entry • Staff using public transport must use a face mask • All door handles, door plates, green buttons to be cleaned regularly throughout the day, by a cleaner. • Only reception staff to use reception phones. Calls to be diverted for specific people. Phones and key boards to be regularly wiped with anti-bac throughout the day. 	Staff - ongoing

Children arriving at and leaving school	Children/adults bringing the communicable diseases including COVID-19 into the nursery and passing it to staff and vice versa.	Adults/children	m	l	<ul style="list-style-type: none"> • Parents to be fully informed about our expectations and how the nursery operates. ‘Parents’ in this section includes parents and carers. • Parents to wait outside the building at drop off and pick • Home time procedures will be the same as arrival, but the child will be given back to their parent at the same point. • Parents will be actively discouraged from congregating outside the nursery and must go straight home. • adults wash their hands after collecting (and returning) children. • Parents encouraged to bring their children to nursery on foot, by scooter. 	
Wellbeing	Children within groups	Children	m	l	<ul style="list-style-type: none"> • Children should be supported to understand the changes and challenges they may be encountering as a result of COVID 19 and staff need to ensure they are aware of children’s attachments and their need for emotional support at this time. 	Staff/children
Parents on site	Parents dropping children off and not following guidelines	Adults/children			<ul style="list-style-type: none"> • Information will be shared with parents in order that they may understand that their child will be washing their hands frequently during the time they are in the school. • Parents will ensure their child will not bring any items from home to school except necessary medication and spare clothes in a named plastic bag. (handed to member of staff on arrival). This restriction includes toys, electronic equipment, cuddly toys, etc. 	Parents/staff/children - ongoing

Nappy changing and toileting	Children and adults pass the communicable diseases including COVID-19 to each other.	Staff/ children	m	m	<ul style="list-style-type: none"> • Staff to work with families on toilet training children as soon as they are ready. New families starting nursery have been encouraged to work with their child on toilet training. • Children to independently use the toilet and change their own clothes if they are able. Children to wash their hands. • toilets/taps to be cleaned afterwards with antibacterial spray. • Support in toileting/changing should not be at child level so that adults are not face to face with children, but adults should stand so that they are at a different height. • Where children are prone to biting and/or spitting due to SEN or other reasons, an individual risk assessment will be drawn up for that child before a decision is made about whether to admit them under the new arrangements. • Nappies (and PPE) to be disposed of in the usual way (in yellow bins). • Adults to clean area with anti-bacterial spray and wash hands thoroughly. 	
Maintain good hand hygiene and good 16respiratory hygiene	Spreading and picking up Covid-19.	Adults children	m	m	<ul style="list-style-type: none"> • Ongoing frequent thorough handwashing with soap for at least 20 seconds, making sure all areas of the hands are washed and hands are dried with a paper towel. This should happen regularly throughout the day. Children could be taught this with a song to help them remember. Children should be helped to wash their hands properly if they need it. • Thorough handwashing (as above) before and after food, after using the toilet and after sneezing/coughing/touching their face. • Alcohol hand gel to be available at all times when washing with soap is not possible. • All coughs and sneezes should be caught in a tissue (or in the elbow if there is no tissue) and thrown away in the bin – ‘Catch it, bin it, kill it’ – and then hands are to be washed. • Children (and adults) actively encouraged not to touch their faces. • All staff should carry alcohol hand gel and tissues with them where appropriate. 	Adults children - ongoing

Snack and drinking water	Covid 19 spread	Adults /children	m	m	<ul style="list-style-type: none"> • Kitchen staff to prepare lunch cutting fruit and making toast, etc. There is no self-service form central shared plate lunch time staff to divide lunch onto individual plate for child. 	Staff
Lunch time and food preparation	Covid 19 spreads	Adults/children	m	m	<ul style="list-style-type: none"> • All food safety and hygiene standards to be maintained in the kitchen. • All suppliers to adhere to strict hygiene and social distancing standards. • Hands to be washed by children and adults before and after lunch (and during lunch if children touch their faces, cough, sneeze, etc). • Staff team to have lunch with children. • Adults in each learning space to distribute the food to each child. • Tables to be wiped down with antibacterial spray before and after lunch. 	Staff
Cleaning frequently touched surfaces	Covid 19 remaining on surfaces	Adults and children	m	l	<ul style="list-style-type: none"> • Cleaners have a clear plan of what, when and how they need to clean. • All surfaces, including tables, doors, floors, shelves, chairs, door plates, green buttons, etc need to be frequently cleaned throughout the day with soap and water and antibacterial spray and the cloths are to be disposed of in the yellow bin. • There needs to be adequate cleaning resources in each learning space – cloths, detergent, soap, anti-bacterial spray, gloves, paper towels and tissues – and these need to be topped up as and when needed. • As the virus remains on non-porous surfaces for longer (e.g. metal/glass), these need to be cleaned more often. • It is important that cleaning is always done with a wet soapy cloth (and not a dry one, as this can disperse the virus) and the cloth can then be disposed of. • Cleaners to be on duty throughout the day to clean the frequently touched surfaces often, including cleaning the toilets and sinks. 	Staff/cleaners

Child vomiting	Unwell child could spread virus	Adults/ children	h	m	<ul style="list-style-type: none"> • The sick child should go home at the earliest opportunity. Child with symptoms should be removed from the group and taken to designated area until they can be picked up. Staff member to remain with child at a distance. • Any child who develops a temperature should go home at the earliest opportunity be tested for Covid-19 and isolate at home • Any area contaminated by vomiting should be deep cleaned. • Vomit should be removed using powder – leaving the powder on and using red designated equipment to remove and dispose. • Toys/furniture/etc. that the child has touched should be cleaned as above. • Adults to wear PPE when dealing with the child and the vomit – gloves, apron, mask and possibly eye protection. 	Staff
Emotional and social needs of children/ staff/ families	Increased risk of safeguarding issues	Adults children	m	h	<ul style="list-style-type: none"> • The nursery will review our behaviour management / emotional support policies in order to meet the needs of children who may have experienced or be experiencing trauma caused by the pandemic • A DSL will be available either in person or on the phone to help staff follow up and respond to any safeguarding concerns that may arise • Staff to continue to be informed of and encouraged to use the local authority free well-being service if needed. • Staff to be able to request ‘check in’ chats with heads of school whenever needed. 	
Catering	C19 passed on	Adult/children	l	l	School kitchens must comply with the guidance for food businesses on coronavirus (COVID-19)	

Disclaimer	Children develop Covid 19		na	na	<ul style="list-style-type: none"> • Parents to sign agreement/disclaimer Updated September 2021 • I understand that as a parent/carer, I need to follow the most up to date guidance with regards to keeping safe, to reduce the risks of transmission of the virus (and other illnesses). • I understand that whilst the school will endeavour to regularly clean the areas used, engage in frequent hand washing, that they are unable to guarantee a virus-free school. • I understand that my child will be washing their hands frequently during the time they are in school and I will ensure they maintain a good standard of hygiene out of school. • I understand that my child will be playing outside in all weathers, in appropriate clothing. There is a much reduced likelihood of transmission outside. • I understand that I must inform the school if anyone from my household travels abroad and that I may be required isolate for 10 days on return. • I understand if my child begins to show symptoms at school, I will ensure there is someone available to collect them within 15 minutes. • I understand if anyone in my household displays symptoms, I will inform the school immediately and get a covid-19 test. • I understand the current government guidance around * a new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • I understand the school is not a risk free environment regarding Covid-19 but that all staff have worked hard to reduce the risk as much as possible to keep my child safe. 	
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SIGNED BY: LYNNE COOPER (EXECUTIVE HEAD)

DATE: September 2021