

Bapchild and Tonge CE (Aided) Primary School

Nursery RISK ASSESSMENT January 2021

LxS	Likelihood	Severity	Risk Rating
= R	1 Seldom 2 Frequently 3 Certain	1 Low 2 Medium 3 High	1 = Very low or no risk 2 = Low risk 3-4 = Medium risk 6 = High risk 9 = Very High risk

Location, activity, or issue being looked at: Day to day running of Bapchild and Tonge Nursery

COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes.

Symptoms of COVID-19 appear usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Activity or Task Being Assessed.	Hazard (something with the potential to cause harm) What could go wrong?	Who may be harmed?	L	S	R/ R	What is done now, that helps control the risk?	R / R	What extra controls need to be put in place?	By when?	By whom?
Potential Exposure to Covid – 19 (Coronavirus):	Transmission to pupils and staff	All	1	3	3	All staff must read and follow the guidelines; Follow UK Government guidelines in reducing the likelihood of exposure. https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#risk-assessments-and-	2	If no tissue, use the crook of your elbow. Enforce social distancing as advised by UK Government. Close monitoring of 2m social distancing guidance Where possible face to face	01//01/21	Staff

					individuals-with-protected-characteristics https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response <u>All must where possible follow 'Social Distancing of 2m</u> All Must follow these basic hygiene rules: Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straight away Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Try to avoid close contact with people who are obviously or reporting they are unwell. Clean and disinfect frequently touched objects and surfaces. Do not touch your eyes, nose or mouth if your hands are not clean. Attendance to the setting should be restricted to children and staff as far as practically possible and visitors should not be permitted to the pre-school unless essential (eg. Essential building maintenance). Where essential visits are required these should be made outside the usual pre-school hours where possible. Visitors will be asked to wear a face	meetings are discouraged and if they do occur, at least 2 metres distance maintained whenever possible Alternative communication e.g. letters home, emails, telephone etc encouraged. Parents and carers will not be permitted to enter the setting unless emergency procedures. Visits from prospective families will not be permitted within the setting during operational hours. Use of PPE: Wearing a face covering or face mask in schools or other educational settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any		
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						covering and sanitise hands on arrival at the setting. There are exceptions to visits from prospective parents and measures such as face masks and distancing will be encouraged. School/Nursery staff can move freely between sites but <u>All must where possible follow 'Social Distancing of 2m</u>		form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. . 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. PPE is only needed in a very small number of cases including		
Exposure to Virus	Known Exposure to Covid – 19 (Coronavirus):	All	1	3	3	Follow current guidance to determine response. Child/parent or staff member to self-isolate and request testing. If positive result, school to notify PHE and update risk assessment. PHE South East Health Protection Team: Guidance for Childcare and Educational Settings in the Management of COVID-19 Staff are not come into work where someone you live with has been diagnosed. You are at increased risk. Immediately self-isolate from others at	2	Nursery staff to monitor pupils and alert SLT if there have concerns that a child appears to be unwell or showing symptoms.	Ongoing	Staff

						School and contact the leadership team. If you are in school and receive the news that someone has been diagnosed. You will be asked to leave School immediately and the area would be cleaned. Following cleaning of premises as follows: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Ensure clinically or extremely clinically vulnerable employees are individually assessed.				
First Aid & Medication held at Nursery	Close contact heightening risk of transmission. Transmission through handling of medication such as asthma pumps.	All	2	3	6	If you are likely to attend as a 'First Aider please read advice. https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders Some of this may be relevant. Staff to be issued with face masks and gloves to be used outside of the classroom. When they administer First Aid Currently no proof they can protect from Covid-19, but staff may feel protected from 'asymptomatic' people who have the virus, but not yet showing symptoms. Spray of anti-bac to be left in each classroom to spray and clean when necessary. Hand gel containers to be checked and filled daily.	2	Check stocks of face masks, aprons, gloves for the use of staff who administer First Aid and are in very close proximity to children's bodily fluids. Inform office staff when PPE has been used to ensure stocks remain high. Pupils' medication which would normally be stored in classroom setting (i.e. inhalers) to be kept in sealed container/zip bags and labelled. Kept in pupil's tray. Pupils asked to inform a staff member when using to monitor use.	01//01/21	First Aiders/ Office.
Contact in	Staff passing on the	All adults	2	3	6		2	Staff who are Clinically	01//01/21	All staff

Nursery setting.	virus to each other. Children passing on the virus to each other. Adults and children passing on the virus to each other.	and children				Children are encouraged not to bring any items from home with exceptions such as nappies etc Staff to keep contact to the minimum. Staff to be aware of ‘social physical distancing’ Staff to continue strict hygiene routines. Regular cleaning, hand gels available in nursery and used when entering/exiting nursery in addition to regular hand washing. Opportunities for outdoor learning/ play utilised wherever possible. Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe. Use of games, songs and repetition to reinforce good personal hygiene.		Vulnerable/ Clinically Extremely Vulnerable will have received an NHS letter telling them to stay at home for 12 weeks. High Risk https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 Staff in ‘at risk’ category to consider self-isolating. Not coming into school working from home Clinically Vulnerable see guidance https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others		
Pupils starting and ending the school day..	Number of pupils and staff in close contact.	Staff and pupils	2	3	6	Parents to drop off at the start of the session by demonstrating social distancing at all times. Parents to enter by patio gate and wait on the patio, when pre-school opens parents are asked to come forward one at a time to the main door, then drop off their child and leave via the gate nearest the mobile. On arrival at the Nursery, it is reasonable to ask if parents, children or any member	2	A one way system with access only through the main pedestrian and vehicle gates will be in place. This is to avoid clogging up and bottlenecks. The top gate to Ashted Drive will initially remain closed. All children coming to the setting should avoid all non-essential public transport travel, and outside of setting hours, follow	01//01/21	All staff.

						of the household have any of the symptoms of COVID-19 (high temperature, persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. Pupils clean hands on entering the building.		national guidelines for social interaction. Only parents/carers who are symptom free and/or have completed the required isolation periods will be able to drop off or collect their child. Please refer to current Gov guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak		
Use of equipment.	Transmission of virus through use of shared equipment or resources.	Staff and pupils	2	3	6	Toys and equipment should be widely available but should be easily identified for cleaning. No use of malleable equipment such as playdough, dressing up, sand which remains in the setting for more than one session. Other items such as paint, shaving foam, water which is disposed of on a daily basis can be used. All lunch boxes etc will be sanitised at entry.	2	Pupils requested not to bring in equipment/toys from home. Staff to have own equipment, which is not shared with other staff – this may be necessary to label. Any items require laundering will be washed daily in line with infection control guidance.	01//01/21	All staff
Use of toilet facilities.	Transmission of virus through close contact with others or transmission due to contact with shared facilities.	Pupils	2	3	6	All toilets to only admit two pupils. Pupils must remain 2 metres apart. Staff to supervise where necessary Pupils reminded to regularly wash hands	2		01//01/21	KS2

						after toileting.				
Lunches.	Transmission of virus via foodstuff and close contact with others.	All staff and pupils.	2	3	6	Water bottles to be labelled and kept with pupil, rather than in shared space. Packed Lunches to be kept in sealed containers. Social distancing arrangements will be in operation such as no more than 4 pupils to a table. Where possible ensure these are spaced out. Make sure all surfaces including table tops and benches are washed with correct solutions.	2		01//01/21	KS2 pupils and staff.
Spillage of bodily fluids, such as through nose bleed, vomiting, incontinence etc.	Potential Spread of virus	All Staff pupils	1	3	3	Following cleaning of premises as follows: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	2	Contact office staff requesting support of additional adult if needed. Office to initially inform SLT. Unwell pupil to be supported by a member of Nursery staff. Other pupils to be guided out of room or to a safe distance by other staff member. Pupils to be taken outdoors if possible. Unwell pupil to be supported by one member of staff (this may need to be first aider) and depending on nature of illness parents contacted by Nursery office. Unwell pupil supported to area away from spill, whilst area is thoroughly cleaned in accordance with cleaning of non-healthcare setting guidance.	01//01/21	Staff

Sneezing/ coughing	Spread of the virus	All adults and children	2	3	6	Teach pupils about catch it, bin it, kill it. Have supply of tissues around the setting with designated bins. These bins are to be emptied regularly using PPE. Also encourage children if they are not near a tissue they are to sneeze cough into their elbow. Whenever a child sneeze's or coughs they are to go and wash their hands.	2	Please see posters and resources for this: https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools More tissues, bin liners and gloves for staff needed.	01//01/21	
Cleaning	Potential Spread of virus	All Staff pupils	1	3	3	Clean AND disinfect frequently touched surfaces throughout the day This includes tables, chairs, resources, equipment, doorknobs, light switches, countertops, handles, toilets, taps and sinks. Wear disposable gloves for cleaning and dispose of immediately after cleaning. Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.	2	Regularly clean electronics, such as tablets, touch screens, keyboards and remote controls throughout the day. Use alcohol-based wipes or sprays containing at least 70% alcohol and dry surface thoroughly All waste must be disposed of in a hygienic and safe manner. Tissues must be disposed of immediately. Use of fogging machine to deep clean the setting regularly.	01//01/21	TA & CT
Pupil Behaviour	Refusal or repeated failure to follow staff guidance leading to health and safety risk.	Pupils	2	3	6	Policies in place at the present time may not ensure safety of pupils. Additional measures may need to be used for example: parents to collect pupils who are not obeying rules to ensure safety of others.	2	Nursery staff to outline expectations and discuss rationale behind these with pupils. Parents to agree that they will collect children not adhering to safety measures.	01//01/21	Pupils and staff

Name of Assessor: _____

Date: _____

Review Date: March 2021

Job Title: _____

Sign here to confirm when all actions have been completed