

September full reopening of School
Risk Assessment and other factors to consider

RAG Rated

Description of Activity / Person / Area / Equipment being assessed		Provision of education during the Covid-19 situation - preparation for full opening of schools in September 2020	
Section(s) / Team(s) covered		Surbiton Children's Centre Nursery School Staff, Children & families other AFC staff	
Location(s) covered		Nursery School and SRP	
Date of Original Assessment		16th July 2020	
When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?			
Are staff covered by this risk assessment aware of the controls noted and understand them?			Yes No
Has action been taken	YES / NO / ONGOING / NONE REQUIRED		
Confirmed by Line Manager?	YES / NO		
Lead Assessors name (print)	Esther White (Head Teacher)		
Lead Assessor's signature			
Date:	15/9/2020		
Has action been taken	YES / NO / ONGOING / NONE REQUIRED		
Site Manager	Richard Field (Site Manager)		

Site manager's signature	
Date:	

This risk assessment template focuses on the provision of education during Covid-19 situation in September 2020 when schools will be accepting all pupils back. If there are any queries, please contact us at healthandsafety@kingston.gov.uk. or office@sccn.rbksch.org

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Hazzard/Issue	People at risk	Control measures	Further Actions Comments (<i>links to guidance</i>)	Risk level Measures in Place Y/N
Symptomatic child/staff at school	All	Any symptomatic child or staff member will be isolated (in the sensory room) sent home and MUST have a test. NHS Test and trace will ensure all contacts are told and school will be made aware if the result is positive. Positive result the school will close and everyone will have a 14 day isolation period. PHE will be involved.	Contact LA and let parents know through email/call to explain the protocol. Test generally takes 24-48 hours for result (drive through in Chessington) Some kits will be provided to schools. staying at home guidance	High risk if there is a case Y

		<p>Negative result child/staff member can return Posters and information has been displayed throughout the Nursery and outside and on the website.</p>	<p>Guidance on Testing for Essential Workers (e.g. teachers)</p> <p>Guidance on Testing for Non-essential workers, e.g. parents and pupils</p>	
<p>symptomatic staff/child member out of hours</p>	<p>All</p>	<p>Staff MUST contact HT when any symptoms appear by 7:00am on their working day or if at weekends at a reasonable time and do not come to work/school. Book a test and await the result. Isolate whilst waiting. Once result returns either continue to isolate if positive and Test and trace will commence or if negative return to work/school.</p>	<p>Ensure all staff are able to get to a testing centre otherwise encourage a home test. Contact all staff who work in close proximity as a precaution. Consider ratios and see if cover is needed.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p>	<p>Medium risk as not at school</p> <p>Y</p>
<p>High risk groups (staff/parents/children)</p>	<p>All</p>	<p>As all students will be back at school it is even more important to be aware of peoples' medical conditions. Staff / parents of pupils have been asked to let their Manager/the school know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: NHS list of high risk and moderate risk conditions</p>	<p>Government Guidance <i>"From 1 August, you'll be advised you could go out to more places and see more people, for example, the advice is: you can go to work, as long as the workplace is COVID-secure – but carry on working from home if you can"</i></p>	<p>Medium Risk</p> <p>Y</p>

			<p><i>children who are clinically extremely vulnerable can go back to school (when the rest of their class goes back) you can go outside to buy food, to places of worship and for exercise – keeping 2 metres away wherever possible”</i></p>	
Local Lockdowns	All	<p style="text-align: center;">Process in the event of local outbreaks</p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, Public Health England (inc’ the London Coronavirus Response Cell) will decide which measures to implement to help contain the spread.</p> <p>The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>The school will follow the advice provided by Public Health in these situations. In the event of a possible contagion at the school, the school will</p>	<p><u>Contingency Planning for Local Outbreaks (section 5 of Full Opening of Schools Guidance)</u></p> <p><i>The Guidance includes educational aspects including the provision of remote learning if children are required to stay at home during these situations.</i></p> <p><i>Inform parents and check if essential workers can continue to attend-gather this information</i></p>	<p style="background-color: red; color: black; padding: 2px;">High Risk</p> <p style="text-align: center; font-size: 1.5em;">Y</p>

		work closely with Public Health England and the Local Authority.	Re commence remote learning/home learning	
Drop offs and pick-ups – parents congregating together at gate	Children Parents Staff	Staggered drop off and pick up times 2m distanced sprayed dots on floor up to the gate, reception and outside the school gate Dropping and collecting - coming in through the gate into the garden Reminding families of social distancing rules via email Signs to remind of social distancing All children assigned a gate, drop off time and collection time.	Contact parents about new routines and their staggered times for drop off and pick up through email & settling in sessions. New settling policy relating to how we manage the children starting back in Sept- on website	Medium risk to staff as social distanced Y
Hand washing & hand hygiene	Children and staff	Hand washing stations and outdoor sinks available Hand gel at gates as arriving Children to also wash hands after hanging up belongings Hand washing stations outside accessible at all times. Reminders to wash hands after playing with resources/equipment Staff to ensure they wash hands regularly and wear gloves on the following occasions: Cleaning, First aid, preparing food, intimate care needs. Throw gloves away into a sealed bin when finished.	Ensure to order enough soaps, hand gel Routine in place for regular hand washing Re-order on a fortnightly basis	Medium risk-children will need a lot of reminders Y

<p>Hygiene & intimate care</p> <p>High risk groups – Green, 2s</p>	<p>staff</p>	<p>Continue to follow Intimate care policy High risk - changing of children, dribbling, nappies/toileting accidents Use appropriate PPE – aprons, gloves, face masks & shield Dettol spray and hand gel in all areas Used gloves to be put into a bin with a lid. Follow hand hygiene guidance at all times</p>	<p>Ensure to order enough dettol spray and hand gel gloves. Staff to watch how to use PPE video clip (donning and doffing)</p>	<p>High risk</p> <p>Y</p>
<p>Working hours for staff</p>	<p>Staff</p>	<p>All staff have been assessed for their individual risk using OH risk rating. Any staff who score more than 5 have to have a differentiated role/duties. This will include less contact with children and adults, reduced timetable, work from home and staggered lunch breaks to keep contact low. Masks/Visors can be worn in areas where distancing is more difficult. (confined space inside)</p>	<p>Each staff member has identified duties relating to risk/contact. All meetings off site and remote through google meets PPA is WFH for teaching staff & remote meetings for Head WFH.</p>	<p>Low Risk</p> <p>Y</p>
<p>Interactions with parents</p>		<p>All communication to be via email/phone or google meets Families not to come on site Parent consultations done via google meets</p>	<p>How will we share this effectively with all families? How will we ensure vulnerable families are safe?</p>	<p>Low Risk</p> <p>N</p>
<p>Visitors</p>		<p>Visitors to the school are still reduced to those which are essential, with careful discussion and arrangements made.</p>	<p>The school utilises Action HR's Managing Contractors - Code of Conduct Update</p>	<p>Medium Risk</p> <p>Y</p>

		<p>Signing in arrangements are completed by Office Team</p> <p>All Schools: Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. The school ensures these individuals are aware of the handwashing and social distancing arrangements to be followed in school.</p> <p>Special Schools/SRPs Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers or other temporary staff can move between settings. The school ensures they are aware of the handwashing and social distancing arrangements to be followed in school.</p> <p>Contractors Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal school day wherever possible. Prior to visits by contractors, discussions about school requirements and contractor requirements relating to</p>	<p>COVID-19 as sent out to schools on 1st July.</p>
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		<p>relevant controls, including hand washing take place. The school utilises Action HR's Managing Contractors - Code of Conduct Update COVID-19 as sent out to schools on 1st July.</p>		
<p>Number of people in the building</p> <p>staff room and staff toilet facilities</p> <p>meetings</p>	<p>All</p>	<p>No parents allowed inside the building during Autumn term. Limit staff entrance and exit points Stagger lunch breaks as only 3/4 staff in staffroom at once Only 1 person in the office at a time Signs to help keep the nursery walkways clear and reminders of social distancing. Therapists allowed on site and AFC visitors or contractors only. No other visitors during Autumn Term 2nd break out space for lunch/refreshments lunch for children to be at the same time in different rooms. Sensory room to be isolation room Use outdoor space as much as possible</p> <p>Protocol set for the use of staff kitchen and staff toilet areas - signage for one person at a time Staff are encouraged to have breaks outside/go for local walks. Two break out spaces to ensure less staff in one space and staggered</p>	<p>Staff to have a timetable and assigned duties for Autumn term High risk staff to have option to WFH to reduce contact (non-essential work) No digital sign in during Autumn term-paper copy for SLT to keep and log staff arrival & departure.</p> <p>Guidance: <i>"Schools should also plan how shared"</i></p>	<p>Medium risk</p> <p>Y</p>

		<p>staff lunch breaks to minimise the number of staff together. Staff are encouraged to close toilet lids before flushing (where toilet lids are provided). Staff make their own drinks and handle their own food. Meeting rooms have chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled. Window(s) and doors opened where possible for ventilation. All meetings to be “virtual” until February 2021</p>	<p><i>staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.”</i></p>	
Cleaning classrooms and resources	Staff	<p>Allow enough time between sessions for staff to adequately clean the environment and resources Have 2 sets of resources for AM and PM sessions to reduce to contact and touchpoints cleaned between sessions at lunchtime.</p>	<p>Ensure enough cleaning products Record where/what has been cleaned</p>	<p>Medium risk if cannot source products easily Y</p>
Activities and resources in the classroom	children	<p>Keep hand held resources to AM and PM so that they can be quarantined for 24 hours. Limited self-selection as need to be aware of what resources have been accessed. Can use more of the Forest School approach onsite</p>	<p>Guidance <i>“Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of</i></p>	<p>Medium risk Y</p>

		<p>Less free flow, all outside or inside for a limited time – outside as much as possible</p> <p>Resources that are shared between sessions or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Library - the following controls are in place for the library to reduce the potential for virus transmission: Each group is allocated one section of the library from which they can take books. This will be in baskets by the gate at drop off and pick up time. All library books that are returned by children are placed in the book drop box stored in a specific area for 48 hours before they are then put back into baskets as available to take out by other pupils from other groups. No hotdesking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone. Sanitising wipes are provided for areas where staff are using keyboards and mice. Sharing of computers and Ipads is avoided where possible.</p>	<p><i>classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between</i></p>	
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Sensory room	All	Not in use as will be the isolation room for Autumn term 2020	Closed and resources repurposed in green class	N/A

			Not for use by mainstream classes	
Wrap around Care: After School Clubs, Breakfast Clubs, Holiday Clubs	Children	Bubbles or groups will be maintained where possible. Where it is not possible, the club will organise children into small, consistent groups for that setting. All other parts of the risk assessment apply. May reduce access to holiday clubs during Autumn term.	<p>The Government has provided guidance on the provision of these facilities</p> <p>Protective Measures for Holiday or After School Clubs or Other Out of School Settings</p> <p>- this guidance advises on the controls required of providers for these activities and settings.</p>	<p style="background-color: green; color: black; padding: 2px;">Low Risk</p> <p>Y</p>
Travelling to and from school	All	Unnecessary travel on public transport is avoided where possible. All those who travel on public transport are required to wear face coverings. Posters displayed in school for staff to be made aware.	Safer Travel Guidance for Passengers	<p style="background-color: red; color: black; padding: 2px;">High risk</p> <p>Y</p>
Face Coverings	Staff/adults visiting	Where staff have worn face coverings on their way to school, the school has a process in relation to the removal of face coverings when they arrive at the setting and communicates it clearly to them. They must wash their hands immediately on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in		

		a plastic bag they can take home with them, and then wash their hands again before heading to their classroom		
Lunchtimes		<p>Some children will eat lunch outside in good weather. Keep the 2 sittings in different spaces for their lunch. One sitting in the Community room and the other in the Garden Room. All food served by 1 adult to the children directly-not served by staff at tables.</p> <p>Children seated at staggered intervals and not opposite one another at lunch tables.</p> <p>Entrance into smaller areas (e.g. food servery if this is slightly discrete to the main hall) controlled with maximum number of people allowed in the space at any one time.</p> <p>Tables and chairs set to maximise the distance between people.</p> <p>Exit doors/windows open (doors safely secured so they can't slam shut in the wind) to provide good general ventilation to the dining area</p>	<u>Government Advice for Schools implementing protective measures in education and childcare settings</u>	High Risk/Medium Risk
Snack Time		<p>Prepare snack and give fruit or crunch to the children in small groups at Group time, NO ROLLING snack in Autumn term.</p> <p>All cutlery, equipment and cups to be washed in the dishwasher on the</p>		Y

		hottest cycle. Staff to wear gloves when serving food. All usual food hygiene rules apply.		
Adverse weather	All	Heavy rainfall, snow and wind could affect the ability to offer a pure outdoor curriculum and we will need to check how many children can be in the school at the same time.	Advise parents on appropriate clothing (staff as well)	Medium risk Y
Mental Health, Anxiety and Vulnerability	Staff	Send a questionnaire to staff – what has been happening at home – have you been affected by Coronavirus in any way – how? Illness, job, change in circumstances, finance. Supervision already embedded in our staff culture. Individual staff risk assessments are completed. Plans are discussed with staff including on a one-to-one basis to enable people to speak about their own situation. Line Managers discuss with their staff individually - to include consideration as to how working will affect them and what, if any, additional measures are needed. School regularly receives updates from Council affiliated teams such as the H&S Team, Education Teams and AfC (Kington/Richmond). Shielding staff – may find it difficult being in isolation and when returning to work OH support if needed.	Create and send out questionnaire to staff Take responses to questionnaire into consideration with plans Offer 1:1 sessions Wellbeing service Make use of Supervision sessions.	Medium Risk Y/N

		<p>Working staff – exhaustion – working through the holidays – possibility of working through the summer holidays Returning to full time hours after a rota for 5 months Limited respite/holiday options for staff to recoup this summer.</p>		
<p>Provision of first aid and medication</p>	<p>All</p>	<p>All staff who are qualified to respond to first aid incidents to follow usual policy First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser. Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons). First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases. A disposable plastic apron is recommended. Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids. Clean hands thoroughly with soap and</p>	<p>See also the section on 'Someone develops COVID-19 symptoms whilst at school' Please see the following link for PPE guidance for first responders: Recommended PPE for ambulance staff, paramedics and first responders Additional information regarding CPR Government Advice to First Aiders including Resuscitation Resuscitation Council Advice</p>	<p>High Risk Y</p>

		<p>water or alcohol sanitiser before putting on and after taking off PPE.</p> <p>Administering medication</p> <p>The school has a medication policy in place that is followed as normal. Staff dispensing medication to students should minimise contact. Wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication.</p>		
Children returning who did not return in June 2020	children & staff	<p>Awareness of 6 months of missed school</p> <p>Separation anxiety – all staff need to be aware of the impact Covid has had on our children/families</p> <p>School feeling/being different to their prior experience</p> <p>Anger/frustration (this was seen in the children who did return in June)</p>	<p>Advice for staff on separation anxiety, what we expect from them in supporting the children</p> <p>Share new expectations with parents</p> <p>Elsa Support</p> <p>Parent support.</p>	<p>Medium Risk</p> <p>Y/N</p>
New cohort starting in September	All	<p>Settling - Home visits won't be able to happen, settling routines will be different</p> <p>Next cohort of children will have a completely different experience to what we currently offer</p> <p>Video Made to communicate settling and September info</p>	<p>Plan how we can transition new children into our school effectively, gradually and gaining all of the knowledge we need to know</p>	<p>Medium Risk</p> <p>Y</p>

		<p>“get to know child” google form sent out in July prior to starting for staff to plan and prepare.</p> <p>Tapestry set up for new families and all the home learning and story videos available for the children to watch.</p> <p>Play and Chat sessions in place of homevisits and smaller taster stay and play sessions for settling. Phased settling for children</p>		
Long term financial effects on the school		Restructure and redundancies a possibility, other ways to generate income including clubs and fundraising page linked to website.		<p>High Risk</p> <p>Y</p>

Future Review Date (depends on Action Plan findings)	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.	Originally published 17/7/2020	N/A	N/A	20/7/2020
Children started and staff all on site- new guidance from Government Sept 2020 used to help update the RA.	14/9/2020	Yes	Esther White	15/9/2020
