


Covid-19 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?			At each update
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:	17/05/2021		
Has action been taken	YES / NO / ONGOING / NONE REQUIRED		
Site Manager	Richard Field (Site Manager)		

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

Risk Assessment and other factors to consider

Lockdown 3 from January 6th 2021

New measures from 29th March 2021

New measures 17th May 2021

New measures 19th July 2021

New measures 16th August 2021

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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
Overall approach to Infection control in school	All	School continues to follow the government guidance. This includes:	https://www.gov.uk/coronavirus/education-and-childcare	High risk if there is a case Y

		<ul style="list-style-type: none"> • good hand and respiratory hygiene • enhanced cleaning • increased ventilation • social distancing • wearing face coverings • groups/bubbles of children • 2 x weekly LFD testing for staff <p>Outbreak management plan</p>		
Outbreak management plan	All	<p>This will be used if there are any local outbreaks, steep rises in cases or changes to guidance issued by the government.</p> <p>Additional controls may be implemented:</p> <ul style="list-style-type: none"> • Face coverings worn inside by all staff/visitors • Groupings/bubbles • No open days • Limited visitors • Performances/sessions 	<p>Several cases within a 14 day period is considered an outbreak</p> <p>Public Health will advise to clarify schools response.</p> <p>Contact with DFE or LCRC for advice.</p>	Y
People with symptoms of COVID-19 potential for transmission from person to person	All	<p>Anyone displaying symptoms will not be allowed to enter the school. (cough, high temperature, loss of taste or smell)</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/</p> <p>If anyone becomes unwell in school they will be sent home and asked to arrange a PCR test</p>	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p>	<p>high risk</p>
			<p>https://www.gov.uk/report-covid19-result</p> <p>DFE helpline 0800 046 8687 option 1</p>	<p>Y</p> <p>High risk</p> <p>Y</p>

		<p>Once result returns either continue to isolate if positive and Test and trace will commence or if negative return to work/school.</p> <p>Parents advised to book a test for their child and isolate until result is returned.</p> <p>Asymptomatic people Staff/children/parents may not display symptoms, but are still circulating and having contact. 1/3 are considered to be carriers without symptoms Lateral flow tests available and all staff encouraged to do these 2x weekly. Logged online via NHS reporting tool.</p>		
High risk groups (staff/parents/children)	All	<p>The ECV guidance has changed as from 19th July 2021</p> <p>Continue to support high risk staff/parents and ensure measures are explained</p> <p>All shielding staff return with individual RA in place</p> <p>All ECV had 2x vaccinations by end April 2021. May be offered boosters.</p> <p>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>https://www.gov.uk/government/news/clinically-extremely-vulnerable-receive-updated-guidance-in-line-with-new-national-restrictions</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19 <i>Latest guidance for ECV</i></p>	<p>High Risk</p> <p>Y</p> <p>2 staff members are ECV 2 are High risk CV</p>

		<p>Pregnant women guidance updated 21/6/2021 – seek advice from midwife</p> <p>Schools will seek advice from OH</p>		
<p>Changes to national measures 17th May 2021</p> <p>Changes to measures England 29th March, 12th April 2021</p> <p>National Lockdown Jan 2021 new government measure</p> <p>London was Tier 4 prior to lockdown</p> <p>Schools reopening from 8th March-being of lifting of restrictions</p> <p>Changes in May 17th 2021</p>	All	<p>Rule of 6 inside venues and must not exceed 30 outside</p> <p>Rule of 6 implemented and outside visits reinstated.</p> <p>Schools open to all (8th March)</p> <p>Schools remain open to Critical Workers and Vulnerable only during this lockdown Nursery's advised to "open to all"</p> <p>Currently open to CWV and all working parents all children invited back from 22nd Feb-8th March</p>	<p>https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#may-whats-changed</p> <p>https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-</p>	<p>High Risk</p> <p>Y</p>

<p>Step 4 lifting of all national restrictions from July 19th 2021</p> <p>Changes and all restrictions lifted 16th August 2021</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 work closely with Public Health England and the Local Authority.</p> <p>All guidance has been updated to reflect this change to restrictions.</p> <p>Rules have changed regarding isolating if double vaccinated or under 18.</p>	<p>years-and-childcare-closures?utm_source=8%20January%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19</p> <p>Latest guidance July 2021</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-pandemic</p>	
<p>People returning from abroad</p>	<p>All</p>	<p>All staff or pupils must check the latest guidance regarding travel prior to their return. Countries on the Amber list may have different restrictions.</p>	<p>https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</p>	

Drop offs and pick-ups – parents congregating together at gate	Children Parents Staff	Parents encouraged to maintain distance at drop off time, however SD is no longer enforced. 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 Parents/staff can wear masks if they wish.	Gates in use: Ext day use gate B and Gate C Pat time use gate A Green class use gate D Visitors must report to the office Stay and play use gate C	Medium risk to staff as social distanced and wearing masks Y
Ventilation	Staff	Ensure that all rooms are well ventilated. Windows are open, and external doors this is to provide air flow. Play to be encouraged outside for majority of the time. Staff and children encouraged to dress appropriately for the weather.	https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm	
Hand washing & hand hygiene	Children and staff	Hand washing stations and outdoor sinks available Hand gel at gates as arriving 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 & children in nappies</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) PPE baskets regularly topped up by SLT</p>	<p>High risk</p> <p>Y</p>
<p>Visitors to the site: Interactions/meetings with parents and Visitors</p>	<p>All</p>	<p>Meetings with large groups of parents will be held outside. Continue with Tapestry as communication platform as well as email.</p> <p>Visitors to the school are allowed. Face coverings worn inside if visiting multiple rooms. Signing in arrangements using the swiped on QR code which allows us to follow test and trace for any visitors. 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. Signs to help keep the</p>		<p>Medium Risk</p> <p>Y</p>

		<p>nursery walkways clear and reminders of social distancing. AFC and health services visits in place.</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 relevant controls, including hand washing take place.</p> <p>The school utilises Action HR's Managing Contractors - Code of Conduct Update COVID-19 as sent out to schools on 1st July.</p>		
<p>Parent groups and singing</p>	<p>All</p>	<p>Take place in well ventilated areas, hand washing and hygiene promoted, mask wearing optional, outbreak management plan in place, LFD tests available for parents.</p>	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-covid-19-pandemic#parent-and-child-groups</p>	

Cleaning classrooms and resources	Staff	<p>Enhanced cleaning by Cleansweep daily.</p> <p>All resources to be cleaned at the end of each session using disinfectant. All fabrics to be washed. All outdoor equipment to be sprayed clean. All touchpoints cleaned at end of the day.</p> <p>Staff to ensure they wash their hands after</p>	<p style="color: red;">Ensure enough cleaning products</p>	<p style="background-color: yellow;">Medium risk if cannot source products easily</p> <p style="text-align: center;">Y</p>
Activities and resources in the classroom	Children & staff	<p>Continue to use more of the Forest School approach onsite</p> <p>Less free flow, all outside or inside for a limited time – outside as much as possible</p> <p>Resources- Cleaned at the end of each day using hot soapy water and disinfectant.</p> <p>Office No hot desking for staff takes place without additional controls in place, such as staff having their own keyboard, mouse and phone.</p> <p>Sanitising wipes are provided for areas where staff are using keyboards and mice.</p> <p>Sharing of computers and I pads is avoided where possible.</p> <p>Playground play equipment:</p> <p>External play equipment is used, ensuring it is appropriately cleaned between groups of children using it,</p>	<p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984864/Actions_for_early_years_and_child_care_providers_during_the_COVID-19_pandemic.pdf</p>	<p style="background-color: yellow;">Medium risk</p> <p style="text-align: center;">Y</p>

		<p>and that multiple groups do not use it simultaneously. Children can play on play equipment if it can be appropriately managed from a transmission perspective. Enhanced cleaning of play equipment using disinfectant and dried and left over night.</p>		
<p>Specific essential resources for Early years (sand/dough/water/soft toys/malleable play etc)</p>	<p>Children & staff</p>	<p>Washing hands after use of any messy play resources, all items cleaned at the end of each session, and rotated for the two different sessions. All dressing up clothes washed regularly, and fabric spray used. Quarantine overnight and between each session. Keep hand held resources to AM and PM so that they can be quarantined for 24 hours. Sand-raked and sanitised after each session (diluted Milton) Hand washing stations available for before and after use Water play –use soapy water and change regularly Soft furnishings/fabrics - washed in machine weekly, fabric spray used daily as part of the cleaning. Dough- made fresh and changed frequently Cooking –reduced contact and only within the group.</p>	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures</p>	

		<p>Messy play (mud/gloop etc) – handwashing stations set up by all sensory play. All resources changed at end of session and cleaned.</p> <p>Art/craft- Cleaned daily. Limited resources and hand washing after use.</p> <p>Loose parts/construction – all cleaned in between session or outside with measures in place (handwashing)</p> <p>Books-wiped down at the end of each session</p> <p>Role play resources – limited number used and machine washed weekly. All cleaned daily and quarantined between sessions.</p> <p>Sensory toys- bags for set children and all cleaned after use by staff</p> <p>Sensory Room- Used by all from Autumn term 2021 and cleaned after use.</p>		
Educational Visits	All	<p>No International visits until Autumn term- check travel info prior to planning any future visits.</p> <p>Local visits outside can continue- Fishponds, local community.</p> <p>Risk assessments in place for any visits.</p>		

<p>Wrap around Care: After School Clubs, Breakfast Clubs, Holiday Clubs</p>	<p>Children</p>	<p>Continue to follow the guidance from the government and link to outbreak plan if needed during school holidays.</p> <p>First school holiday will be October half term.</p>	<p>The Government has provided guidance on the provision of these facilities</p> <p><u>Protective Measures for Holiday or After School Clubs or Other Out of School Settings</u></p> <p>- this guidance advises on the controls required of providers for these activities and settings.</p>	<p style="background-color: yellow;">Medium Risk</p> <p>Y</p>
<p>Lunchtimes & Snack Time</p>	<p>All</p>	<p>Breakfast served in Den and snack served within the classrooms. This will be supported by a member of staff to ensure measures are well managed. Tea served in Community room All cleaning to follow usual practice.</p> <p>All equipment and cups to be washed in the dishwasher on the hottest cycle. Staff to wear gloves when serving food. All usual food hygiene rules apply.</p> <p>Staff encouraged to bring their own cups and drinks to school. All items washed on hot cycle of dishwasher if communal.</p>	<p><u>Government Advice for Schools implementing protective measures in education and childcare settings</u></p>	<p style="background-color: yellow;">High Risk/Medium Risk</p> <p>Y</p>

Adverse weather	All	Heavy rainfall, snow and wind, hot weather could affect the ability to offer a pure outdoor curriculum and we will need to check how many children can be inside the school at the same time. Sun cream letters sent home to parents. Hats and shade encouraged. Sun cream applied by staff and extra drinks available for children if needed.	Advise parents on appropriate clothing (staff as well)	Medium risk Y
Mental Health, Anxiety and Vulnerability	Staff	Supervision already embedded in our staff culture. Support from wellbeing service, EP and Anna Freud centre. 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. Check in half way through lockdown to see how families are managing reinstate food bank	Medium Risk Y

		Working staff – exhaustion – working through the holidays – Limited respite/holiday options for staff to recoup.		
Provision of first aid and medication	All	<p>All staff who are qualified to respond to first aid incidents to follow usual policy</p> <p>First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser.</p> <p>Disposable gloves are provided for first aiders (preferably non-latex for allergy reasons).</p> <p>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.</p> <p>A disposable plastic apron is recommended.</p> <p>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.</p> <p>Clean hands thoroughly with soap and water or alcohol sanitiser before putting</p>	<p>See also the section on 'Someone develops COVID-19 symptoms whilst at school'</p> <p>Please see the following link for PPE guidance for first responders: Recommended PPE for ambulance staff, paramedics and first responders</p> <p>Additional information regarding CPR</p> <p>Government Advice to First Aiders including Resuscitation</p> <p>Resuscitation Council Advice</p>	<p>High Risk</p> <p>Y</p>

		<p>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>		
Long term financial effects on the school	Staff	<p>Restructure and redundancies a possibility, other ways to generate income including clubs and fundraising page linked to website. Considering furlough of some staff</p> <p>Not being given any guidance re funding for Spring 2021 serious loss of income</p>	<p>Contact parents to encourage making donations if not using child care place to help manage loss of income</p> <p>Look at Furlough scheme for any staff paid by fees.</p> <p>Contact LA re funding</p>	<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	Originally published 17/7/2020	N/A	N/A	20/7/2020

school or relevant changes in the Government's policy and advice on Covid 19.				
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
Lockdown 2 after tier 2 implemented (Nov-Dec 2020) inc Tier 3 & 4 in Dec 2020	6/11/2020	Yes	Esther White Tess Dean	6/11/2020
Lockdown 3 January 6 th 2021	11/01/2021	Yes	Esther White	11/01/2021
Lifting of restrictions 8 th March 2021	1/03/2021	Yes	Esther White	01/03/2021
Lifting of restrictions 29 th March & 12 th April 2021	20/04/2021	Yes	Esther White	26/04/2021
Lifting of restrictions 17 th May 2021	17/05/2021	Yes	Esther White	17/05/2021
Full lifting of restrictions July 19 th 2021	13/07/2021	Yes	Esther White & Tess Dean	13/07/2021
Term begins 1/9/2021	06/09/2021	Yes	Esther White	01/09/2021