

## New Bridge Nursery (Part of the REYS Federation) Risk assessment - 09.02.21

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1.	<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.</p> <p style="color: red;">The new strain of COVID-19 - identified in Dec 2020 is more easily transmittable, posing even greater risks of spreading within the nursery.</p>	<ul style="list-style-type: none"> <li>• We have informed parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection);</li> <li>• Parents/carers receive guidance on school times for their child and protocols set out for attending the school i.e. parents and children should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school;</li> <li>• All adults dropping off and collecting children will be asked to wear a mask.</li> <li>• We will not be allowing parents/carers inside the building unless in exceptional circumstances.</li> <li>• Parents/carers issued specific school protocols for school attendance for them to explain to their children;</li> <li>• Review current risk assessments of pupils with EHCP. Social stories to be used, where appropriate.</li> <li>• New risk assessments for vulnerable children as required</li> <li>• Staff are briefed on school procedures and the plans for opening the school to all pupils;</li> <li>• Employees have had sufficient training and briefing regarding infection control and school protocols;</li> <li>• Staff to continue to use Safeguarding Policy procedures.</li> <li>• Staff briefed to report any hygiene/H&amp;S issues to SLT immediately.</li> <li>• Talks with staff about the planned changes (E.g. safety measures and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful.</li> <li>• Medium Cases within the local area have reduced considerably since 25th January</li> <li>• Lateral Flow tests are now regularly taken by all staff (apart from those who have tested positive Covid within the last 90 days). This will help us to identify asymptomatic cases and break the cycle of transmission</li> </ul>	<p>Medium Cases within the local area have reduced considerably since 25th January</p>	<p>Risk assessment to be shared with staff 1.9.20 and then each time it is updated</p>

2.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Drop off/entry to the school.</li> </ul>	<p><b>Drop off:</b></p> <ul style="list-style-type: none"> <li>Parents/carers are reminded to leave once their children have been collected by a staff member.</li> <li>Only one parent/carer per child is permitted to drop off and pick up at each gate.</li> <li>If there are additional siblings who have no other carers at home they are permitted to stand with their parent/carer. They are not to interact with other families.</li> <li>Parents/carers are NOT permitted to enter the school building during drop off unless in exceptional circumstances.</li> </ul> <p><b>Entry to the school:</b></p> <ul style="list-style-type: none"> <li>Pupils will be met at their designated entrance by a member of staff</li> <li>Entrance doors to classrooms are held open, reducing the number of occupants touching the doors;</li> <li>All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school;</li> <li>Good hand washing signage to instruct pupils how to do this effectively is displayed;</li> <li>Help is available for children and young people who have trouble cleaning their hands independently;</li> <li>Staff to regularly train their children how to wash their hands adequately.</li> </ul>	Medium	Staff to regularly train groups in hand washing.
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Pickup/leaving the school.</li> </ul>	<p><b>Pick up:</b></p> <ul style="list-style-type: none"> <li>If there are additional siblings who have no other carers at home and who are not at school they are permitted to stand with their parent/carer.</li> </ul> <p><b>Leaving the school:</b></p> <ul style="list-style-type: none"> <li>Pupils will be collected by parents/carers who will be waiting at the designated point. They will be escorted by an adult from the group and an additional member of staff will stay at the gate during the duration of pick up.</li> </ul>	Medium	

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		<ul style="list-style-type: none"> <li>Parents/carers are NOT permitted to enter the school building during pick up;</li> <li>Exit doors are held open, reducing the number of occupants touching the doors;</li> <li>Pupils will wash hands as they leave the school building;</li> <li>Help is available for children who have trouble cleaning their hands independently;</li> </ul>		
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> <li>Classroom use/activities.</li> </ul>	<ul style="list-style-type: none"> <li>Hand washing is completed on entrance to the room and between specific activities;</li> <li>Disposable tissues are provided and pupils told to 'catch it bin it'. Lidded bins in every class. Waste disposal managed by double bagging. Bins emptied every day.</li> <li>Pupils bring in own water bottles. Water bottles are provided for those who do not bring them in. These will be kept out of children's reach and given to children on request or offered regularly to prevent children drinking from an incorrect bottle.</li> <li>Pupils are regularly reminded not to touch their or other pupils faces;</li> <li>Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces;</li> <li>Outdoor play structures will be used and cleaned at the end of the session.</li> </ul> <p><b>Snack time</b></p> <ul style="list-style-type: none"> <li>Children will be provided with a snack during their session.</li> <li>An assigned member of staff will prepare the snack - they must make sure that they clean the surfaces before they start preparing snack and that they have washed their hands.</li> </ul>	<p><b>HIGH</b> Due to the new strain of COVID-19</p>	<p>Resources that are not needed must be bagged, labelled and stored.</p>

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		<ul style="list-style-type: none"> <li>Children must be reminded to wash their hands before having their snack - the snack will be presented to them on a plate</li> <li>Remind children that they must not touch the plate belonging to anyone else.</li> <li>When snack is finished the plates must be collected and put in the dishwasher so they are clean for the next day.</li> </ul>		
5.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day when moving around the school.	<p><b>Classes</b></p> <ul style="list-style-type: none"> <li>The school will be split into 3 groups Sunshine's, Rainbows and Snowflakes.</li> <li>Children within Sunshine's and Rainbows will stay within their own classroom and will not cross.</li> <li>Snowflakes will mix with either Sunshine or Rainbows alternating on a weekly basis.</li> <li>Sunshine, Rainbow and Snowflake children can mix outside in the garden- This will ensure there are sufficient staff to supervise the outside area.</li> </ul> <p><b>Dining</b></p> <ul style="list-style-type: none"> <li>Each pupil staying for lunch will eat their lunch in with their group either in their allocated classroom or preferably, in their allocated outside space.</li> </ul> <p><b>Moving around the school:</b></p> <ul style="list-style-type: none"> <li>Movement to different areas within the schools is reduced as much as possible.</li> <li>Children will not 'free flow' throughout all the classrooms but will stay in their allocated classroom</li> <li>Suitable external doors are used to move pupils from one area to another. In this case, the pupils will be escorted by an adult.</li> <li>Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units;</li> </ul>	Medium Due to the Lateral Flow tests	<p>First aid box for each group with bank of basic PPE.</p> <p>Lidded bins allocated to dispose of PPE</p>

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		<ul style="list-style-type: none"> <li>Corridors are sterile environments and kept as clear as possible;</li> </ul> <p><b>Outside space:</b></p> <ul style="list-style-type: none"> <li>First aid will be carried out where needed. Staff may wear gloves, mask and apron. For more serious injuries, pupils must be moved safely to their allocated classroom.</li> <li>Children may meet with those from different classrooms when outside in the big playground/garden</li> </ul>		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> <li>Hand washing sinks are available in each classroom;</li> <li>All those entering the school are required to wash/sanitise their hands;</li> <li>Toilets are designated for particular groups. One in one out routine and toilets are cleaned during the middle of the day.</li> <li>Pupils and staff have been shown how to wash hands properly;</li> <li>Help is available for children who have trouble cleaning their hands independently;</li> <li>Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> <li>➤ Entry and exit from the school;</li> <li>➤ After using the toilet;</li> <li>➤ Before and after eating;</li> </ul> </li> <li>Unnecessary touching of the face is discouraged.</li> <li>Staff will remind pupils to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm;</li> <li>Toilets and sinks have single use paper towel for drying hands</li> </ul>	Medium Due to the new strain of COVID-19	

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7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> <li>Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean;</li> <li>Staff will clean touched surfaces (e.g. door handle, table tops etc.) frequently throughout the session as well as the children's toilets.</li> <li>Children will have access to a limited bank of resources which will be cleaned at the end of the day or between groups.</li> <li>For part time children, this means there will need to be 2 sets of resources (one for am, one for pm) if there insufficient time to clean thoroughly in between sessions.</li> <li>If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and then deep cleaned as per the guidance set on <a href="#">COVID-19: cleaning in non-healthcare settings.</a></li> </ul>	Medium	Ensure there is a good supply of cleaning products.
8.	Spread/contraction of COVID-19 due to evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals singing within a confined space.	<ul style="list-style-type: none"> <li>Where possible playing instruments and singing in groups should take place outdoors or in a room with as much space as possible. Rooms with high ceilings are expected to enable dilution of aerosol transmission</li> <li>Ensure rooms where children are singing are well ventilated</li> <li>Children will not play wind instruments at this time.</li> <li>In smaller spaces we will limit the number of children singing at any one time. Encouraging two or three children to take turns in singing to the group.</li> <li>We will not hold any larger 'whole nursery' singing sessions unless outside or in a large hall.</li> </ul>	Medium Due to the new strain of COVID-19	Spread/contraction of COVID-19 due to evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals singing within a confined space.

9.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> <li>• Employees are required to conform to social distancing requirements where possible; this may not be possible for staff working together in a group situation.</li> <li>• Staff working within the office should adhere to the 2m+ rule.</li> <li>• Staff will need to adhere to the 2m+ social distancing when in staff rooms.</li> <li>• Each staff area has been assessed, a maximum number of staff per room has been placed on the door;</li> <li>• Employees will be provided with and wear PPE when required in accordance with government guidance.</li> </ul>	Medium – due to introduction of LFD	Staff to be briefed and expectations displayed on the outside of the staffroom and offices.
10.	Spread/contraction of COVID-19 in breakfast Club (Blagdon Nursery Only)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>		
11.	A child or a member of staff presenting with COVID-19 symptoms in school.	<ul style="list-style-type: none"> <li>• All staff to be tested twice weekly using LFD</li> <li>• Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision</li> <li>• The reception area will be dedicated for suspected cases of COVID-19;</li> <li>• If a child is displaying signs at nursery, staff should call head of school or lead teacher.</li> <li>• The key worker/lead teacher or head of school will contact parents/carers asking them to collect the child immediately.</li> <li>• The Key worker/lead teacher or head of school will put on PPE and bring child to the Head teacher’s office where no one else is, they will take their temperature and care for the child until they are collected. They will remain isolated in the Head teacher’s office until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;</li> <li>• After the child has been collected PPE will be cleaned (face shield) or thrown away and the room will be cleaned with antibacterial spray.</li> <li>• First aiders have completed appropriate training for ‘donning and doffing’ PPE - NHS video / advice <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></li> </ul>	High	

		<ul style="list-style-type: none"> <li>• PPE is disposed of in accordance with NHS COVID-19 waste management guidance;  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>		
		<ul style="list-style-type: none"> <li>• The parents/carers need to arrange for a test, if this is negative then the child can return if they are well and not supported on calpol.</li> <li>• If a staff member goes home with the symptoms of COVID-19 they must arrange for a test, if this is negative then they can return to work if they are well enough.</li> <li>• If the test is positive, all children and staff in the group will need to self-isolate for 14 days.</li> <li>• Parents/carers will be informed via email, letter or telephone as soon as a positive result has been confirmed.</li> <li>• The school will contact PHE and the Local Authority for advice if a positive test is received.</li> <li>• The school will follow the advice form the Local Authority regarding closure in the event of a positive test being received.</li> </ul> <p><b>Waste disposal measures</b>  Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> <li>• Put in a plastic rubbish bag and tied when full;</li> <li>• The plastic bag is placed in a second bin bag and tied;</li> <li>• It is put in a suitable and secure place and marked for storage until the individual's test results are known;</li> <li>• Waste is stored clearly labelled in the outside area and kept away from children;</li> <li>• Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours;</li> <li>• If the individual tests negative, this can be put in with the normal waste;</li> <li>• If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste;</li> </ul>		



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		<ul style="list-style-type: none"> <li>If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority.</li> </ul>		
12.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> <li>Parents/carers;</li> <li>Maintenance contractors;</li> <li>External Teachers;</li> <li>Inspectors;</li> <li>Delivery personnel</li> </ul>	<ul style="list-style-type: none"> <li>Parents/carers are not permitted to enter the school unless their entry is essential -</li> <li><b>Due to the exceptionally high number of cases in our community we will not allow parents inside to settle their children</b></li> <li>Where possible parents should stay in the outside areas whilst settling their child.</li> <li>Parents/carers have been informed to call the school office or email if they have any questions or concerns;</li> <li>The SLT are able to use Zoom if face to face meetings are required.</li> <li>Visitors will only be permitted during the school if they have an appointment or if it is deemed that they can enter safely. Only one adult is allowed in the reception area at one time.</li> <li>Visitors will only be permitted at their designated time and will be asked to wait at reception until their school contact is available;</li> <li>Any visitor to the school who is not a member of staff will be asked to wear a mask for the duration of their visit.</li> <li>The school contact is required to attend reception in good time to meet their visitor;</li> <li>Meetings with visitors will be via Zoom or phone where possible;</li> <li>If not possible social distancing measures will be adhered to at all times;</li> <li>Face to face meetings in small rooms or within 2m are not permitted;</li> <li>Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time;</li> <li>Deliveries will be accepted at designated quiet times only;</li> <li>Delivered items will be left outside of the school building for staff to collect or handed over into Reception</li> </ul>	<p><b>High</b> <b>Due to the new strain of COVID-19</b></p>	<p>Signs on external doors &amp; main gate to explain the office is closed and who to contact</p>

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13.	Spread/contraction of COVID-19 due to lack of social distancing measures.	<ul style="list-style-type: none"> <li>One in one out management of toilets is in place in the classroom;</li> <li>Staff must clean the toilet after personal use with the cleaning materials provided</li> </ul>	Medium	
14.	Public Health England have suggested that BAME groups are disproportionately affected by the virus.	<ul style="list-style-type: none"> <li>Meet with staff within this category to discuss individual circumstances and roles.</li> <li>Consider any additional measures that are needed to enable each staff member to continue with their role <a href="https://www.bameednetwork.com/resources/">https://www.bameednetwork.com/resources/</a> may provide some useful information.</li> </ul>	Medium	HoS to discuss with individual staff members as appropriate by 4 <sup>th</sup> Sept.
15.	Shielding staff returning to work	<ul style="list-style-type: none"> <li>Complete a risk assessment and consider any additional methods needed.</li> <li>Ensure any guidance from medical professionals is followed</li> <li>Staff in their third trimester will not work face to face with children</li> </ul>	High Due to the new strain of COVID-19	Meetings and risk assessments by 4 <sup>th</sup> Sept
16.	Lack of staffing/insufficient staff ratios	<ul style="list-style-type: none"> <li>Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; if there are insufficient staff to open, children from the group cannot attend school. The parents will be notified by email, text and Facebook as soon as possible.</li> <li>Children are suitably supervised at all times.</li> </ul>	High Due to the new strain of COVID-19	
17.	Children identified with EHCP or vulnerable	<ul style="list-style-type: none"> <li>Individual risk assessments will be completed for children that have EHCP's or are vulnerable.</li> <li>These will be read, signed and followed by relevant staff.</li> </ul>	Medium	REYS Inclusion manager to complete by first 2 weeks of children returning
18.	Children who are distressed at coming into nursery	<ul style="list-style-type: none"> <li>Staff will not take deeply distressed children from their parents/carers. Parents/carers will be asked to try to calm their children in order for them to go with a staff member.</li> </ul>	High Due to the new strain of COVID-19	

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		<ul style="list-style-type: none"> <li>Staff may comfort children who become distressed in nursery, with a hug if staff are comfortable. Staff will need to wash their hands after this contact.</li> <li>Parents/carers will be asked to collect any child in nursery who is deeply distressed and cannot be calmed.</li> </ul>		
19.	Children needing sun cream applied	<ul style="list-style-type: none"> <li>Staff are able to apply sun cream to children by using clean gloves to apply. Gloves must then be discarded and hands washed thoroughly. Clean gloves must be used for each child.</li> <li>Staff will try to keep children in shady areas where possible.</li> </ul>	Low	
20.	Children returning borrowed clothes to nursery	<ul style="list-style-type: none"> <li>If a child borrows nursery clothes and returns them to school, these must be washed before being put back in the spare clothes box.</li> </ul>	Low	
21.	Working in an enclosed space with little ventilation	<ul style="list-style-type: none"> <li>All members of staff to ensure that the building is ventilated throughout the day by opening windows and doors where possible. Fire doors should not be propped open.</li> <li><i>Remember to close them at the end of the day</i></li> </ul>	High Due to the new strain of COVID-19	
22.	Lack of suitable premises management	<ul style="list-style-type: none"> <li>Premises staff levels are maintained and suitable for the use of the building;</li> <li>Appropriate cleaning and premises staffing levels are in place;</li> <li>Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste;</li> <li>Contingency in place for sudden premises staff absence;</li> </ul>	Low	Managing premises risk assessment to be completed in line with this document.
23.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> <li>Suitable storage and management of flammable hand sanitizer is in place;</li> <li>All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately;</li> <li>Material safety data sheets are held for all chemicals and readily available to all staff;</li> </ul>	Medium	

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		<ul style="list-style-type: none"> <li>All cleaning chemicals are stored safely and securely in accordance with requirements;</li> <li>COSHH safety training has been completed by all those using chemicals for cleaning;</li> <li>Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment.</li> </ul>		
23. 1	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> <li>Evacuation plans including the following have been reviewed:</li> <li>A fire drill will <b>take place regularly each term</b></li> <li>All other fire system testing and maintenance has continued as normal.</li> <li>A lockdown procedure will be practiced <b>each big term.</b></li> </ul>	Medium	Review plan to socially distance pupils at gathering point.
24.	Risk of the staff who work across the federation e.g. Executive Head, Inclusion Manager and SBM spreading infection across schools and to the senior leadership team	<ul style="list-style-type: none"> <li>Any staff working across the three schools will be required to socially distance from staff and children where possible.</li> <li>The senior leadership team will only meet via zoom/teams to reduce the chance of the REYS leadership all having to self-isolate should any receive a positive test.</li> </ul>	Medium	
25.	Engagement of the Government Test and Trace system.  Procedures if suspected or confirmed case and if there is a school outbreak	<p>Schools must ensure they understand the NHS Test and Trace system and how to contact their local Public Health England health protection team.</p> <p>New Bridge Nursery School has ensured staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>Inform the school if they are displaying symptoms</li> <li>Inform the school if anyone in their household or close contact is displaying symptoms</li> <li>Not to send their child in if they have symptoms.</li> <li>Take a test if required.</li> </ul> <p>New Bridge Nursery School will follow the procedures outlined in the Public Health England flow chart which is attached to the end</p>	Medium Due to the LFD	

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		<p>of this risk assessment. This will be shared with all parents. New Bridge Nursery School will inform Public Health England when necessary.</p> <p>Occupants (staff or pupils) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; Staff within the room will only be allowed to remain with pupil and give first aid if needed</p>		
26.	Staff who exit the site during their break	<ul style="list-style-type: none"> <li>Remind staff that they need to wash their hands as soon as they return from their break.</li> </ul>	Low/Medium	Remind staff of this measure.
27.	Outside agencies/groups using the school building and facilities	No outside agencies/groups to use the school building and facilities e.g. sewing club, choir. This will be reviewed at October half term	Medium	Review at October half term

Sent to Governors:

Signed: Joanne Budge

Updated: 09.02.21