

Holmewood Nursery School Updated Risk Assessment September 2020- Covid 19

Area of risk	Risk description	Risk assessment (without risk treatment measures) see key			Risk treatment measure/s	Residual risk assessment			Outcome
		Occurrence	Harm	Risk rating		Occurrence	Harm	Risk rating	
Reopening too soon/ without sufficient planning	<p>If opening is not managed clearly and efficiently then anxiety levels will rise.</p> <p>Governors and LA to provide 'confirmation' on progressing with opening up based on this risk assessment.</p>	3	3	9	<p>Clear plan to reopen -</p> <ul style="list-style-type: none"> • SLT meeting to discuss options held • 2nd Sept and 7th Sept Briefings, sharing risk assessment, INSET and preparation for opening. • 8th - 9th Sept - key worker children settle back into Nursery • 10th Sept - plans in place for additional new children to settle. <p>Updated risk assessment shared with school governors via email, feedback taken and any adjustments made.</p> <p>The agreed document to be sent to LA for confirmation.</p>	2	2	4	Medium
Layout and organisation of school and groups (Pods)	<p>Potential for spread of COVID-19 between persons at school via direct or indirect contact.</p> <p>Potential for spread to other family members. Limiting social contact (pod structures)</p>	3	3	9	<p>The school is limiting social contact for children and adults in a variety of ways:</p> <p>Implementing a Pod structure:</p> <ol style="list-style-type: none"> 1. Two Year Olds 2. Upstairs 3. Downstairs <p>Each Pod has a dedicated team of staff. All pods have their own entry/exit doors and will have a separate outdoor space.</p> <p>Start and finish times will be reviewed as new children settle and numbers increase.</p> <p>Lunch time in Pods - Children have lunch in their Pod areas, supported by staff in that pod. Only full time children have lunch. Pack lunches will be provided for families wanting school meals and this will be reviewed with a view to providing cooked meals from October.</p> <p>Drop and Collection - All children are dropped at the main gate and identified Pod staff leads them to class. As far as possible, familiar staff are allocated to each Pod so the children will quickly settle.</p> <p>Masks - If children arrive in masks, these are removed by their parent/carer and taken home. (staff and children are instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival). For adults, they must wash their hands immediately, place 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 doing anything else).</p>	2	2	4	Medium

					<p>All staff have the option of wearing a face shield (see staffing area of risk)</p> <p>Limiting Numbers on site - Once new children are settled, parents/carers will not enter the school site. Parents and carers should not be allowed into the setting unless this is essential.</p> <p>Limiting items children bring to school - Children only bring pack lunch and items necessary for their well-being (nappies, medication, spare clothes) in a plastic bag.</p> <p>Social distancing -</p> <p>Pod staff make reasonable endeavours to implement social distancing with staff in their Pod and follow strict social distancing with all other adults in the school.</p> <p>One way systems - Clear demarcation of paths to each pod and 2m marking in main thoroughfares/corridors.</p> <p>Limiting numbers in shared spaces No more than one adult waiting for a toilet to avoid congestion in the corridor. Toilets to only be used in extreme circumstances only, by non-staff.</p> <p>No more than one member of staff in the kitchen end and no more than two in the seating area of the staff room (sat away from the doors) at any one time</p> <p>A separate station will be located in the hall with a microwave for lunchtime use. No more than one member of staff using the hall microwave station and no more than one member of staff waiting.</p> <p>Where possible staff meetings take place virtually, in small groups or in the front playground where social distancing is viable.</p> <p>Pods and office staff have been allocated specific toilets to limit the number of adult using each facility: Pod Downstairs – Disabled Toilet Pod Upstairs – Corridor Toilet Two Year Olds – 2YOs adult Toilet Admin and premises – Back Toilet</p> <p>Office Areas and Office Staff Five workstations have been reduced to four and windows are open to improve ventilation. Office Staff are responsible for wiping their own desks, telephones and keyboards. No sharing of pens, staplers, hole punches etc. Office staff wipe down their own and shared resources regularly. Where equipment is shared (printer), it is wiped regularly and staff must wash their hands after use. Teaching staff should not need to and will only enter the main office when appropriate social distancing can be maintained. Staff have been provided with iPad chargers for use in their pods. iPads will be locked in a pod locker when not in use.</p>				
Staffing	Staff anxiety about widening social	3	2	6	Staff letter and questionnaire sent to all staff to find out about any concerns and to seek solutions in May 2020. This will be reviewed with staff in September 2020.	2	2	4	Medium

	contact and coming into contact with COVID-19.				<p>Clear safe operating procedures outlined and structure created. Meeting with staff to share structure/concerns/problem solving on 2nd September 2020. Staff are encouraged to speak with their union and seek advice as necessary.</p> <p>All staff have the option of wearing face shields however, in line with current guidance, face masks are not recommended. Face masks will inhibit important non-verbal as well as verbal communication with young children. Staff provide their own face shield and are responsible for cleaning and storing them at school at the end of each day.</p> <p>All staff are encouraged to communicate clearly with HoS or one of the teachers to ensure any concerns/anxieties are managed and supported.</p>				
	Risk to clinically vulnerable and extremely clinically vulnerable staff	3	3	9	<p>Holmewood has one member of staff classified as clinically extremely vulnerable. This adult has been contacted by the HoS at the start of term to complete an individual risk assessment. There are two clinically vulnerable members of staff. One staff member continues to prefer to work from school and implement hygiene as well social distancing measures. The other member of staff will be able carry out some work from home if necessary; HoS to meet and discuss whether there are other concerns and complete an individual RA if needed.</p> <p>BAME staff will not support staff or children with suspected COVID-19 symptoms.</p>	2	2	4	Medium
Safeguarding	Children's wellbeing, separation anxiety, trauma, bereavement impact	3	3	9	<p>All new children and their parent/s/carer meet with their key person at Holmewood prior to starting. This meeting will replace our traditional home visit and will form the basis for our settling procedure for new starters.</p> <p>All Parents (new and returning) are informed about procedures to ensure they understand and follow drop off and collection protocols.</p> <p>Our aim is for all children to leave their parents at the drop of point by the main gate. There will be careful deployment of all staff and key persons. Every effort has been made to ensure children are supported by familiar adults.</p> <p>Updates and daily feedback to parents will be shared over the phone after the session. Pod staff are focusing on spending time with the children, playing and building their relationships</p> <p>Staggered drop off and collection times to reduce queuing and waiting - these will be reviewed as numbers increase.</p> <p>Am children</p> <ul style="list-style-type: none"> • 2YOs 8:45 - 11.35 • Downstairs 8:50 - 11.40 • Upstairs 8:55 - 11.45 <p>Full Time</p> <ul style="list-style-type: none"> • 2YOs 9:15 - 3:15 • Downstairs 9:20 - 3:20 • Upstairs: 9:25- 3:25 • <p>PM children</p> <p>2YOs s 12:30-3:15 Downstairs 12:35 - 3:20 Upstairs - 12:40 - 3:25</p> <p>Timetable for Pod staff supporting daily drop off and collection points</p>	2	2	4	Medium

					A range of strategies to support settling of new children and or children with SEND - visual timetables, social stories, story books, photo stories about the day at Holmewood ; activities based on children's interests and prior experiences.				
	Absence of sufficient safeguarding leads	2	3	6	EHT and HoS remain safeguarding leads. Each pod contains at least one member of staff with DSL (designated safeguarding lead) training.	1	2	2	Low
	Lack of contact and support for children still not attending	2	2	4	Key persons continue to make weekly contact with families to provide some ideas for learning through play at home. Any vulnerable families will continue to have weekly contact with HoS, Teacher or Better Start Worker from the Tree House Regular emails and ideas shared with all parents.	2	1	2	Low
	Remote working of staff. Potential for DSE related issues when away from site.	2	2	4	All staff working remotely to undertake DSE assessment and home working checklist. All staff provided guidance on setting up a safe and suitable work area, given the relative short duration and exceptional circumstances associated with the school closure. E-learning courses can be carried out to supplement guidance as required. Ensure regular communication with staff working remotely.	1	2	2	Low
Social Distancing Pods	Risk of transmission of COVID 19 as difficult and unreasonable to expect under 5 year old children to implement social distancing in classroom and outdoor	3	3	9	The Pod structure reduces the number of children and adults that may come into contact with one another. Each pod is clearly defined and has individual access to outside space. Pod staff make reasonable endeavours to implement social distancing. Staff thoroughly wash hands with warm water and soap should they need to move between pods (This should not be necessary and only in emergencies)	2	2	4	Medium
Social Distancing Pods	Negative impact on learning opportunities due to social distancing, reduced learning areas and resources	3	1	3	Redistribution of learning resources and equipment to ensure each Pod has sufficient resources. All resources checked and replenished by pod staff at the end of each day (when children have gone home).	2	1	2	Low
Social Distancing Parents	Risk of transmission or COVID -19 when parents sign accident and changing books	2	3	6	Changing Book - details of changes provided Following any accident, a telephone call is made to the parent/carer to describe the accident. A copy of the accident form is given to the parents for their signature. Hand washing or hand sanitizer will be used before/after touching the form. The signed form is placed in a storage box and stored in the hall cupboard for 72 hours before filing In the event of a serious accident, procedures in the accident policy will be followed	2	2	4	Medium
Social Distancing Children with SEND	Children with SEND may be at a greater risk of infection via direct or indirect contact with a carrier due to high level of dependence on adult support	3	3	9	Support is given to each child to try and meet their needs. Parents are encouraged to keep children at home if they feel their child is at increased risk of infection. Parents are reminded that the usual support and interventions will be amended to minimise risk of transmission. Children with SEND are included within the Pods, this reduces the number of children and adults a child with SEND may come into contact with.	2	2	4	Medium

	Children with SEND may not be having their needs met at home				For children with an EHCP: allocated staff are familiar With targets and suggested strategies to support the children. TF or AMP provide ongoing support with implementation and review of EHCPs. Regular hand washing and hygiene protocols are followed by adults supporting any child 1:1.				
Visitors to Site	Risk of contact contamination by contractors on site to carry out essential works	2	3	6	Non-essential works and visitors postponed. Any visitors should wear a mask and maintain strict social distancing. Where possible all work to be completed when children are not on site. Premises officer to oversee any visitors on site, to ensure correct hand washing on arrival, explaining protocols, particularly social distancing, and to ensure there is no access to pods whilst children are present. If contractors have to work in Pod areas, this will be followed by a deep clean.	2	2	4	Medium
	Risk of contact contamination by parents of new children when visiting as part of settling in process	2	3	6	Stringent hand washing protocols for all parents settling new children. Seating parents/carers outside when settling in children. Keeping the number of parents/carers in the nursery to a minimum.	2	2	4	Medium
Hygiene routines	Infection spreading from contact amongst children and staff Potential for spread to other family members.	3	3	9	All staff are briefed weekly as a minimum on expected hygiene standards. Public Health notices are displayed around the school. All staff are instructed to actively monitor to ensure all colleagues are adhering to principles of good hygiene. The rate of handwashing is significantly increased. Staff actively teach hand washing procedures to new children and refresh them with returning children. <u>Handwashing takes place</u> <ul style="list-style-type: none"> ● Upon arrival in the morning, prior to exiting and re-entering the building throughout the day ● Whenever one's hands are visibly dirty ● After using the toilet ● After coughing or sneezing into one's hands, elbow, or into a disposable tissue ● Before eating and after eating ● When going from one room to another, or between groups of children ● After physical contact with others. Children and staff follow current guidance - cough /sneeze into elbow or tissue, bin it, wash hands. Hand sanitising stations at key entry and exit points Current Public Health notices are displayed around school. All staff understand the expectations and monitor children washing hands. Staff are routinely reminded about the importance of hand washing and washing	2	2	4	Medium

					and changing their clothes as soon as they get home.				
	No cleaning products and equipment raising risk of transmission of COVID 19	3	3	9	Stock of soap, hand-sanitiser, disinfectant, aprons and latex gloves, hand lotion (to avoid dry skin), washing soaps etc. are monitored and re-ordered (MD, JadeB, TF).	1	2	2	Low
	Contamination of commonly used areas, including all touch points, door handles, IT equipment and equipment used by multiple persons.	3	3	9	Pod staff clean key touch points, door handles/push plates, surfaces and toilets prior to and following key transitions. Following arrival of staff and children and throughout the day, the premises officer carries out routine and regular cleaning of all non-pod and shared areas. At the end of the day staff clean all used resources. Between 3.30 and 6.30pm, the Cleaning company (ENGIE) cleans all areas, tables/chairs, under furniture where children's hands may touch, floors, sinks, toilets and surfaces.	2	2	4	Medium
	Risk of contact contamination of furnishing, equipment and surfaces	3	3	9	Resources - soft toys/ furnishings and equipment with intricate parts are removed/limited. Limited resources in the home corner to facilitate cleaning. No sand and closely monitor water, malleable and sensory resources. Shared resources are kept to a minimum, for example individual play dough. No lending library. No resources including children's work to be taken home. Daily rotation of books available to children in each pod. After one day books are removed for a minimum of 72 hours. Core book packs will ensure all pods have access to these books. Windows are open at all times. Staff implement the Pod cleaning schedule. Pods to have a clear system of labelling and storing, used/cleaned resources. Outdoor cleaning station for each pod for the cleaning of outdoor equipment and surfaces (included on the pod rota). Removal of outdoor soft furnishings and access to sand play.	2	2	4	Medium
	Risk of contamination due to Insufficient health, safety and cleaning resources for each pod	3	3	9	<ul style="list-style-type: none"> • Gloves and aprons • Changing book • Accident book • First aid kit • Medical Health care plans and administration of medicines • Spare clothes • Disinfectant spray and colour coded cloths • Access to drinking water. • Hand sanitizer 	2	2	4	Medium

					All resources to be checked and replenished by pod staff at the end of each day (when children have gone home).				
First aid and care provision	Children and staff catch COVID-19 via direct or indirect contact with carriers due to close contact for first aid or care provision	3	3	9	<p>Each Pod has at least one staff member with paediatric first aid</p> <p>Each Pod has its own first aid kit plus a staff room first aid kit for non Pod-based staff/emergencies.</p> <p>Thorough hand washing, gloves, aprons.</p> <p>In case of a serious accident. Other children and adults are removed from the area and one staff member and child to await ambulance arrival. All other pods to move to the furthest place away from the accident.</p>	2	2	4	Medium
	Child/adult with Symptoms of COVID-19	3	3	9	<p>All parents receive a declaration form outlining strict health and COVID-19 risk reduction measures. This is to be signed and adhered to. Parents must keep children off school and notify the office immediately if they or a member of their family/bubble present with COVID symptoms. (a high temperature, a new, continuous cough, a loss of, or change to, your sense of smell or taste).</p> <p>All parents and carers complete a new emergency contact form to ensure contact numbers are up to date.</p> <p>All staff are aware of the procedure to follow in case of a child/adult presenting with symptoms.</p> <p>'Quarantine Area' - the garden house outside area as an isolation area or the garden house if inclement weather.</p> <p>Non class based member of staff to be nearby for additional support if needed.</p> <p>Move child/adult to the quarantine area (moving through outdoor space and not through other pods).</p> <p>Garden House First aid equipment to include: PPE equipment - face shield, apron, gloves plus emergency snack and drink.</p> <p>One designated member of staff to sit with the child until collection. Adults have access to PPE if social distancing cannot be maintained. Adults minimise contact with child/adult.</p> <p>Telephone parent/carer contact immediately and calmly explain they will need to collect their child and arrange for a COVID-19 test. Quarantine area is closed off and with No entry to space for 72 hrs and then it is deep cleaned following government guidance. All surfaces and touchpoints the child came into contact with are thoroughly cleaned. Parent/carer of the child will be provided with a prepared letter on the next steps required together with the DFE guidance. The child and family are to follow current guidelines for testing and self-isolation.</p> <p>If the parents refuse a COVID-19 test, the pod will be closed for 14 days. If there is any indication of an increase in sickness absence in the pod, we will contact the local health protection team (HPT) for advice</p>	2	2	4	Medium

					<p>If an adult shows symptoms, they should return home and follow current guidelines with regards to testing and self-isolation.</p> <p>All other parents in the pod will be notified by letter of the potential case.</p> <p>The Pod remains open unless a positive test of COVID-19 confirmed. Staff briefed on how to minimise anxiety.</p> <p>If tests are negative, pod continues to remain open for children and adults unless otherwise instructed by Public Health England. If someone tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can also stop self-isolating.</p> <p>If tests are positive, see below.</p>				
	Positive COVID-19 case	3	3	9	<p>Pod closes - all children/adults to follow current guidelines with regards to testing and self-isolation. All parents and affected staff receive the prepared letter explaining what they need to do next - this letter will have the current date inserted on it. Where there are siblings across more than one Pod (2YO and a Main Nursery Pod) may be required to close.</p> <p>Ofsted to be notified of a positive case of COVID-19 and/or if the setting is advised to close as a result.</p> <p>STRICTLY NO ENTRY signs are put up around the Pod area by the Premises Manager or office staff (eg if PM at lunch or off site). As soon as possible, External Pod doors handles and touch points are carefully wiped and doors are locked until COVID test results are known or 72 hrs have passed. The area is then deep cleaned following government guidance..</p> <p>The Executive Head teacher and Lambeth contacted.</p> <p>HoS and teachers to communicate with all parents directly.</p> <p>Staff briefed on how to minimise anxiety.</p> <p>Positive tests will be reported to our local Health Protection Agency. They will conduct a rapid investigation and will advise on the most appropriate action to take. In some cases, a larger group may be asked to self-isolate at home as a precautionary measure. Provided we have observed guidance on infection prevention and control, closure of the whole setting will not generally be necessary.</p>	2	2	4	Medium
	More than one positive case of COVID-19 within 14 days				<p>If someone in a group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow COVID-19: guidance for households with possible coronavirus infection. They should get a test, and: if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop</p>				

					<p>the coronavirus (COVID-19) within the remaining days</p> <p>If the test result is positive, they should inform the office immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following COVID-19: guidance for households with possible coronavirus infection.</p> <p>If we are informed of more than one confirmed case with symptoms dating within 14 days of each other, we will immediately contact the local PHE HPT for help and advice:</p> <p>PHE South London Health Protection Team, Floor 3C Skipton House, 80 London Road, London, SE1 6LH</p> <ul style="list-style-type: none"> • View on Google Maps • View on Open Street Map <p>phe.slhpt@nhs.net; slhpt.oncall@phe.gov.uk Phone: 0344 326 2052 Fax: 0344 326 7255 Out of hours for health professionals only: phone 0344 326 2052 The following information should be available:</p> <p>Details of organisation: Holmewood Nursery School, 66 upper Tulse Hill, London, SW2 2RW 020 8674 2186 admin@holmewoodnurseryschool.org.uk</p> <p>Details of the cases</p> <ul style="list-style-type: none"> • contact details of the people affected • when the individual(s) became unwell or a test was undertaken • when they were last present in the setting • nature of the roles/job undertaken by any staff affected • known links between the individual(s) with COVID-19 (in or out of the setting) • number of people with which the individual(s) had close contact • nature of the environment (for example layout and nature of the building) • details of control measures • whether there has been any contact with other agencies? for example Local Authority, Health and Safety Executive (HSE) <p>Also see Early Learning Alliance Actions Poster</p>				
	Some children with health care plans and medical conditions may be at increased risk of infection to COVID-19	2	3	6	<p>There are currently no children on roll in the clinically extremely vulnerable category. Children with specific health and medical needs are known and details of their specific vulnerability and medications. GP / Paediatric advice to be obtained for any new clinically extremely vulnerable children.</p> <p>All care plans and medications are organised and located in the child's pod for easy access by pod first aiders.</p>	2	2	4	Medium
Fire safety	Increased risk of injury arising from staff and children being unfamiliar with changes to fire or other emergency arrangements	2	3	6	<p>Amendments to fire safety notice and separate evacuation points. In the event of egress block, the normal emergency exit options would need to be considered however, they would go to their separate assembly stations: Downstairs - By School House Office, next to main gate Upstairs - Near garden entrance to School House 2YOs - On drive opposite entrance to School House Children's Centre - Outside main gate by the car park. A member of the Children's</p>	1	2	2	Low

					Centre will close the grey gates to increase safety and contain the car park area.				
Breakfast and afterschool club	Potential for spread of COVID-19 between persons at school via direct or indirect contact. Potential for spread to other family members.	3	2	6	To ensure children settle and are happy and confident we have put children into Pods with familiar adults rather than placing children in a single wrap around care pod and no familiar adults. Children using the breakfast and afterschool provision are a small consistent group from across the Pods. Provision takes place in the main hall and best endeavours are made to maintain social distancing between children from different Pods	3	1	3	Medium
Local Lockdown	Potential for spread of COVID-19 between persons at school via direct or indirect contact.	3	2	6	In the event of local lockdown restrictions we will follow COVID-19 local outbreak plans for preventing and containing outbreaks . For further details on the tiers of restrictions, please see annex 3				

Risk assessment completed by:	Tania Fricker	Date:	10/09/2020
Signature:		Date:	
Signed by Headteacher:		Date:	
Signed by Chair of Governors:		Date:	
Signed by individual:		Date:	

RISK LEVEL ESTIMATOR - LAMBETH GUIDANCE

SEVERITY OF HARM		SLIGHTLY HARMFUL 1	HARMFUL 2	EXTREMELY HARMFUL 3
LIKELIHOOD OF HARM				
HIGHLY UNLIKELY OCCURRENCE	1	Low 1	Low 2	Medium 3
UNLIKELY OCCURRENCE	2	Low 2	Medium 4	High 6
LIKELY OCCURRENCE	3	Medium 3	High 6	High 9

RISK BASED CONTROL PLAN

RISK LEVEL	ACTION AND TIME SCALE
Low 1	No action is required and no documentary records need to be kept.
Low 2	No additional precautions are required. Consideration may be given to a more cost effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
Medium 3 & 4	Effort should be made to reduce the risk further, within a defined time period, but the costs of precautions should be carefully measured. Where the medium risk is associated with extremely harmful consequences further assessment may be necessary to establish precisely the likelihood of harm as a basis for deciding the need for improved precautions.
High 6	Work should not be started until risks have been reduced. Considerable resources may have to be allocated to reduce the risk. In the event that no action can be taken to reduce the risk the matter must be referred to a senior officer. The OHS Team should also be contacted for advice.
High 9	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk, even with unlimited resources, work has to remain prohibited and the matter referred to a senior officer. The OHS Team should also be contacted for advice.

NOTE: Low means that risk has been reduced to the lowest level that is reasonably practicable