

Holmewood Nursery School Updated Risk Assessment August 2021- Covid 19



Latest Update: 03/09/2021

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	
Layout and organisation of school and groups	<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.</p>	3	3	9	<p>Undertaking reviews of this risk assessment and implementing the system of controls set out in guidance.</p> <p>The school is limiting social contact for children and adults in a variety of ways:</p> <p>Separate classrooms.</p> <p>Well ventilated and clearly spaced seating areas at lunch times</p> <p>Large outdoor areas allowing for social distancing between adults from different classrooms</p> <p>Visitors and parents entering school buildings are requested to wear a mask; if they refuse, they will be asked to wait in the outside area. While new children are settling, parents may need to remain in the nursery. If so they will wash hands on entry, wear a face covering, maintain social distance from other adults and where possible remain in an outside area.</p> <p>On arrival at school, parents will walk their child to their class building but will not enter; at pickup parents will collect their children from the main entrance to the building. Only one parent/carer will be allowed to enter the school grounds at drop and collection times.</p> <p>Staff make reasonable endeavours to implement social distancing with other adults in the school. All staff are encouraged to wear masks in communal areas where it is difficult to maintain acceptable social distancing. Staff moving across class buildings will wear a mask.</p> <p>Limiting numbers in tight 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, by non-staff. Class and office staff have been allocated specific toilets to limit the number of adult using each facility: Downstairs – Disabled Toilet Upstairs – Corridor Toilet Admin and premises – Disabled/Back Toilet</p> <p>Where possible staff meetings take place virtually, outside or where social distancing is viable.</p> <p>In the office five workstations have been reduced to four</p>	2	2	4	Medium

					<p>Implementing hygiene protocols - promoting catch it bin it kill it, coughing into elbow adults wearing face masks and/visors where social distancing is more challenging provision of hand sanitizing stations for use on entry and egress around site together with regular hand washing and drying enhanced cleaning of resources and touch points ensuring good ventilation throughout all school buildings Regular touch point cleaning</p> <p>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/sanitize their hands after use. Teaching staff should not need to and will only enter the main office area when appropriate social distancing can be maintained.</p> <p>Limiting items children bring to school - Children only items necessary for their well-being (nappies, medication, spare clothes) in a simple carrier bag.</p> <p>Ensuring Good Ventilation throughout the school</p>				
Staffing	Staff anxiety about widening social contact and coming into contact with COVID-19	3	2	6	<p>All the procedures in the RA to be shared with staff. Systems to be reviewed regularly with all staff involved in identifying any difficulties and finding solutions.</p> <ul style="list-style-type: none"> All staff are encouraged to communicate clearly with HoS, Exec Head to ensure any concerns/anxieties are managed and supported. All permanent staff have access to 24 hour advice and counselling through the Health Assured, Employee Assistance Programme. Each team to be involved in identifying and airing concerns/problem solving. Staff are encouraged to speak with their union and seek advice as necessary. Safe distance in corridors to be maintained, and in shared spaces. Face coverings are to be worn in all shared spaces where there are no children; corridors, staff room (unless eating) and any situation where space is difficult to maintain. Where staff are required to move across spaces they must wash hands, and maintain safe distance between other adults. This will be kept to a minimum, and only around the needs of the children. All staff have been provided with details about the home Lateral Flow Testing Kits and how to use them and report results. All staff are encouraged to participate in the home testing twice a week, on a Sunday and Wednesday evening. Where staff do not participate, they must continue to follow the existing safety procedures and protocols set out in this risk assessment. Individuals who have a positive LFD test result should organise a PCR test and self-isolate. Their close contacts and other members of their household, should self-isolate immediately in line with NHS Test and Trace guidance. If the PCR test is negative, it overrides the LFD test and the staff, pupil or student can return to school or college. If a child or adult tests positive, close contacts will be encouraged to take 	2	2	4	Medium

					<p>a PCR test. Current guidance on when to self-isolate are followed.</p> <ul style="list-style-type: none"> Federation SLT to work closely together to ensure senior leaders have support to manage risk assessments and wellbeing of all staff (including their own). Weekly SLT meetings to discuss ongoing government advice and updates. 				
	Risk to clinically vulnerable (including pregnant members of staff) and extremely clinically vulnerable staff	3	3	9	Holmewood has three clinically vulnerable members of staff. All are at school and are encouraged to implement thorough hygiene as well social distancing measures. All staff may choose to wear a visor at all times and must wear a face mask in communal areas where social distancing is a challenge, for example, corridors. All staff are encouraged to talk to the HoS should there be other concerns and complete an individual RA if needed. All pregnant members of staff will have an individual risk assessment that will be reviewed at regular intervals or when they request a review whichever is sooner; pregnant staff will not clean children's toilets, serve lunches, collect or drop children at the gate or change children that have soiled themselves or attend to accidents. BAME staff will not support staff or children with suspected COVID-19 symptoms.	2	2	4	Medium
Safeguarding	Children's wellbeing, separation anxiety, trauma, bereavement impact	3	2	6	<p>All new children and their parent/s/carer have a face to face, socially distanced meeting with their key person prior to starting. This meeting will replace our traditional home visit and will form the basis for our settling procedure for new starters. In exceptional circumstances a parent may need to stay on site, where this occurs they will follow the protective measures outlined above.</p> <p>All parents (new and returning) are informed about procedures to ensure they understand and follow drop off and collection protocols.</p> <p>Where possible updates and daily feedback to parents will be shared over the phone after the session. If face to face, hygiene protocols to be followed together with social distancing and the wearing of a face covering.</p> <p>A range of strategies to identify and support children with low wellbeing and involvement.</p>	1	2	2	Low
	Designated Lead on site to ensure safeguarding policy can be maintained	2	3	6	EHT and HoS remain safeguarding leads. Additional designated deputy leads in each class and are available to support the starts and ends of day	1	2	2	Low
	Lack of contact and support for children not attending	2	2	4	There is an efficient first day contact system in place with follow up procedures for non-attendance. Where children are not attending for reasons other than illness, Key persons will contact to provide some ideas for learning through play at home. All parents receive a regular curriculum newsletter.	2	1	2	Low
Social Distancing Parents	Risk of transmission or COVID -19 when parents sign accident and changing books	2	3	6	<p>Changing Book - details of changes provided.</p> <p>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.</p> <p>In the event of a serious accident, procedures in the accident policy will be followed.</p>	2	2	4	Medium
Social Distancing Children with	Children with SEND may be at a greater risk of	3	3	9	<p>Support is given to each child to try and meet their needs.</p> <p>Parents are reminded that some support and interventions may be amended to</p>	2	2	4	Medium

SEND	infection via direct or indirect contact with a carrier due to high level of dependence on adult support Children with SEND may not be having their needs met at home			minimise risk of transmission. Children with SEND are included within the classrooms, this reduces the number of children and adults a child with SEND may come into contact with. Targets and strategies to support children with SEND are monitored and regularly reviewed. Regular hand washing and hygiene protocols are followed by adults supporting any child 1:1.				
	Risk of contact contamination by professionals such as Hearing Impairment specialists, speech and language therapists, educational psychologist, visiting to support children with high levels of SEND	2	3	6 Visitors must follow Holmewood's protective measures for hygiene and should wear a mask and if wanted a face visor. Where possible to do so, social distancing should be maintained and work will take place in a well ventilated, preferably outdoor space. Contact with Holmewood staff and the number of attendances will be kept to a minimum. No professional can visit Holmewood if they are unwell or have symptoms of coronavirus or live with someone who has symptoms or is self-isolating. If they have been double vaccinated they do not have to self-isolate if they live with someone who is self-isolating. If they have recently self-isolated because they had symptoms similar to COVID-19 and received a negative result, they may still have another virus, such as a cold or flu, and should not visit Holmewood until they are better. All visitors sign in and out. Visitors are invited to provide a mobile number that we can use should a case of COVID-19 be confirmed.	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 has significantly increased. Staff actively teach and revisit hand washing procedures for all children Handwashing takes place <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.	2	2	4	Medium

					<p>Hand sanitising stations at key entry and exit points</p> <p>Current Public Health notices are displayed around school. All staff understand the expectations and monitor children washing hands.</p> <p>Staff are routinely reminded about the importance of hand washing and washing and changing their clothes as soon as they get home.</p>				
	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	<p>Regular hand washing by adults and children</p> <p>Class staff rotas for the cleaning of touch points, door handles/push plates, surfaces and toilets prior to and following key transitions.</p> <p>Following arrival of staff and children and throughout the day, the premises officer carries out routine and regular cleaning of all non-class touch points and shared areas.</p> <p>Resources to be washed as much as possible on a weekly rota. Children to be involved in this cleaning process. If children are seen mouthing equipment, this is removed once the child has finished with it, and washed thoroughly.</p> <p>Closely monitor water, malleable and sensory resources. Shared resources are kept to a minimum, for example individual play dough.</p> <p>Maintain good ventilation in all areas - Windows are open at all times.</p> <p>Deep cleaning rota for resources in place</p> <p>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.</p>	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 • Good ventilation <p>All resources to be checked and replenished by class staff at the end of each day (when children have gone home).</p>	2	2	4	Medium
First aid and	Child/adult with	3	3	9	All parents receive information explaining the rules around children's health.	2	2	4	Medium

care provision	Symptoms of COVID-19			<p>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' - use 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 -mask, face shield, apron, gloves plus emergency 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. The child and family are to follow current guidelines for testing and self-isolation.</p> <p>If an adult shows symptoms, they should return home and follow current guidelines with regards to testing and self-isolation.</p>				
	Positive COVID-19 case	3	3	<p>9</p> <p>The Executive Head teacher is informed</p> <p>Pupils should only self-isolate if they have symptoms or if they get a positive PCR or Lateral Flow Device (LFD) test.</p> <p>If they develop symptoms or get a positive LFD test they should book a PCR test. A positive PCR test cannot be overridden. If a pupil is asked to get a PCR test as a result of contact with a positive case they may continue to attend education until they get the result of their PCR back.</p> <p>If there is any indication of an increase in sickness absence/ COVID-19 we will</p>	2	2	4	Medium

				contact Public Health England, local health protection team (HPT) and Public Health England for advice.				
	Close contacts of a positive case of COVID-19			<p>Adults will self-isolate straight away if:</p> <ul style="list-style-type: none"> they've tested positive for COVID-19 either according to a PCR test or a lateral flow device test – this means they have the virus. If they get a positive LFD test they should book a PCR test. A negative PCR test will override a positive LFD test. someone they live with has symptoms or tested positive they have been told to self-isolate following contact with someone who tested positive – NHS Test and Trace or the NHS COVID-19 app will tell them what to do. <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons. <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. They do not need to isolate while awaiting the PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p> <p>If a member of staff says they have had close contact with a positive case but they have not been contacted by NHS test and trace they should encourage the person with the positive COVID-19 test, to inform Test and Trace. The member of staff should organise a PCR; they should isolate themselves if they have not been fully vaccinated. Self-isolation is 10 days, counting from the last day of contact positive</p> <p>If none of the above applies, people should self-isolate as per the instructions from NHS Test and Trace.</p>				

	5 Children, adults, who are likely to have mixed closely, test positive for COVI-19 within a 10 day period, or 10% of children and adults who are likely to have mixed closely test positive for COVID-19 within a 10 day period.				Follow Holmewood contingency framework Lambeth Public Health PHE South London Health Protection Team, Floor 3C Skipton House, 80 London Road, London, SE1 6LH 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: Details of organisation: Holmewood Nursery School, 66 upper Tulse Hill, London, SW2 2RW 020 8674 2186 admin@holmewoodnurseryschool.org.uk				
	Some children with health care plans and medical conditions may be at increased risk of infection to COVID-19	2	3	6	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. All care plans and medications are organised and located in the classrooms for easy access by paediatric first aiders. Children with EHCPs to have their own risk assessments.	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	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 Children's Centre - On drive opposite entrance to School House	1	2	2	Low
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	Children using the breakfast and afterschool provision are also in a small consistent group from each class.	3	1	3	Medium
Future 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 current guidance and the contingency framework	3	1	3	Medium

Risk assessment completed by:	Tania Fricker	Updates:	25/08/2021
Signature:		Date:	
Signed by Headteacher:	Rachel Hedley	Date:	05/09/2021
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				