

**Coronavirus risk assessment Step 4 Restrictions relaxed from 19th July 19.07.2021**

**Hindley Nursery School**

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| Assessment conducted by: Rachel Lewis | Job title: Headteacher | Covered by this assessment: **staff**, **governors**, **parents**, **volunteers** and **visitors**. |
| Date of assessment:  Created:10.03.2020  Updated: 02.09.2020  Updated: 19.07.21 | Review interval: termly |  |

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| **Related documents** |
| Infection Control, First Aid Policy, Business Continuity Plan, Health and Safety Policy, Supporting Pupils with Medical Conditions Policy, COSHH Policy, Administering Medication Policy. |

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| **Risk rating** | | **Likelihood of occurrence** | | |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major**  Causes major physical injury, harm or ill-health. | High (H) | H | Medium (M) |
| **Severe**  Causes physical injury or illness requiring first aid. | H | M | Low (L) |
| **Minor**  Causes physical or emotional discomfort. | M | L | L |

**For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements**

| Area for concern | Risk rating prior to action  H/M/L | Recommended controls | In place?  Yes/No | By whom? |  | Risk rating following action  H/M/L |
| --- | --- | --- | --- | --- | --- | --- |
| Control Measures for Employees |  | * Avoid contact with positive cases * Frequent hand cleaning * Frequent cleaning of rooms and resources * Catch it, bin it, kill it approach * Inform parents that pupils and parents not to enter building if displaying symptoms * Continue to collect children from the outdoor on entrance and exit to nursery. * Lateral flow testing is available for staff and can be conducted twice weekly. Test results to be reported the NHs test and trace * All employees with symptoms to get a PCR test and self isolate until results are available. * Employees who are fully vaccinated do not need to isolate if in close contact with a positive case. Employee to wear face mask in enclosed contact and practice social distancing with others. * If employees is unwell with infection but not COVID the staff member to get a PCR test and isolate until the results. A minimum of 48 absence should be followed to avoid cross infection. * Sheilding is currently paused. * Risk assessment must be completed for expectant mothers * Employee wellbing: Employee Assistance Programme is available for support, advice and information 03005550120 | **Y** | **SLT** |  | **M** |
| Control measures for children |  | * Pupils showing any symptoms should get a PCR test and isolate until the result is available. If positive to remain at home for 10 days from the onset of symptoms or the date of the test if asymptomatic. * If child is unwell with infection but not COVID the child will be encouraged to get a PCR test and isolate until the results. A minimum of 48 absence should be followed to avoid cross infection. * Anyone with a temp of 37.8 or higher will be sent home * Children allocated to 3 classrooms with own indoor and outdoor learning environment. Bubble are no longer recommended from 19th July. * Children to continue to frequent washing of hands and catch it, bin it kill it approach * From 19th July children can mix freely at lunch time * Any child displaying symptoms will be isolated and parents asked to collect the child asap. Staff to wear PPE when dealing with a child with symptoms. * Sheilding is currently paused * If a child is in close contact with a positive case they do not need to isolate. They will be advised to get a test if this person is someone from their household. | **Y** | **SLT** |  | **M** |
| Control measures for parents |  | * Children will be collected and dropped off by member of staff at the main entrance door or gate to minimize the amount of parents in the school * Parents who enter building are required to follow the hygiene recommendations * Staggered start and finish times are no longer necessary. | **Y** | **SLT** |  | **L** |
| Building Hygiene |  | * All building management to continue as normal * Deep clean of classrooms during summer holidays * Individuals who have symptoms do not attend school * Good hand and respiratory hygiene in place * Regular cleaning of classroom and resources by staff * Enhanced cleaning materials in place * Frequent cleaning of touched areas by caretaker and cleaner e.g. banisters, bathrooms, light switches, door handles * Anti-bacterial hand gel available in entrances. * Ventilation – open windows open at all times in cold weather windows open just enough for ventilation. * Poorly ventilated spaces to be used only when necessary. * Ensure visitors, contractors do not enter building is they are displaying any symptoms. * 2 meter social distancing for visitors no longer needed but all visitors to follow good hygiene practices |  |  |  |  |
| Self isolation  Test & Trace |  | * From 16th Aug children under 18yrs no longer required to self isolate if they are a close contact of positive case. Early years children are advised to take a PCR test if a member of their household tests positive. * Confirmed cases must still isolate for 10days * Contract tracing for nursery undertaken by NHST&T * School should have an OUTBREAK MANAGEMENT plan, outbreak classified as several cases within 14 days. * Staff with positive LFT should self isolate and also need to get a PCR test. * If the PCR test is taken within 2 days of the positive LFT and is negative it overrides the LFT and pupil or staff can return. * LFT are available to staff twice weekly this is voluntary. * The school will complete a manual record of all visitors * From 16th August, double-vaccinated staff and all under 18’s do not have to isolate if they are a contact – will be advised to get a PCR test instead * From 16th August those that are over 18 and not double-vaccinated will still have to isolate if they are a confirmed contact. * From 16th August, positive cases have to isolate, regardless of vaccine status or age   I**f there are several confirmed cases within 14 days or an overall rise in sickness that is related to COVID call the DFE helpline 0800 046 8687. Additionally contact HPCC Team on 01942 404240 and seek advice.** |  |  |  |  |
| hygiene practice |  | * Pupils, staff and visitors are encouraged to wash their hands with soap and water and follow infection control procedures in accordance with the DfE and PHE’s [guidance](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19). * Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. * Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. * Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. * Pupils are discouraged from sharing cutlery, cups or food. * All cutlery and cups are thoroughly cleaned before and after use. * All learning environments have been adapted to ensure cleaning is easier and more effective. All learning environments to be thoroughly cleaned at the end of the session. * Milton used to sanitize learning environments. * Shared areas to be sanitized after use. * The **pastoral manager** arranges enhanced cleaning to be undertaken where required. | **Y** | **All staff** |  | **M** |
| Ill health |  | * Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. * Any pupil, member of staff, building user who displays signs of being unwell, such as having a cough, runny nose, sneezing, fever or difficulty in breathing, are required to self-medicate at home a minimum of 48 hrs if the infection is not covid related. * The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff and required to collect their child immediately. * Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. Staff will wear PPE and this will be double bagged and disposed of. * If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. * Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. * Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. * Government guidance on self-isolation will be followed. | **Y** | **SLT** |  | **M** |
| Spread of infection |  | * Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the **Infection Control Policy**,using gloves and aprons at all times. * Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell to reduce potential spread of infections. * Staff and pupils do not return to school before the minimum recommended exclusion period (or the ‘self-isolation’ period) has passed, in line with the guidance. * Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher, in liaison with the pupil’s parents where necessary. * Handwashing will be carried out according to government guidelines * The learning environments will be thoroughly cleaned at the end of the session. * Windows open at all times for ventilation. * Staff to wear aprons and gloves when necessary. | **Yes** | **S:T** |  | **M** |
| Management of infectious diseases |  | * Everyone is instructed to monitor themselves and others and look out for COVID-19 symptoms if a pupil, staff member, visitor, user of centre. * Staff are vigilant and report concerns about their own, a colleague’s or a pupil’s symptoms to the SLT. * The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. * Staff inform the Headteacher when they plan to return to work after having symptoms or confirmed coronavirus. * The **Pastoral Manager** monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. Additional checks on hand wash, paper towels etc. Additional cleaning of any shared areas. * Staff and children follow the guidance on self-isolation when necessary. | **Yes** | **SLT** |  | **L** |
| Communication |  | * The **Headteacher** contacts the local authority Health and Safety Team and Wigan Public Health immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. * Schools put into place any actions or precautions advised by their local authority / health team / Government / DFE * Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. * HT to communicate with Chair of Governors | **Yes** | **Headteacher** |  | **L** |
| Disruption to the running of the school |  | * The school has an up-to-date **Business Continuity Plan** in place – the plan is reviewed as necessary. * The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. | **Yes** | **Headteacher** |  | **L** |
| Emergencies |  | * All staff and pupils’ emergency contact details are up-to-date, including alternate emergency contact details, where required. * Pupils’ parents are contacted as soon as practicable in the event of an emergency. * Staff and pupils’ alternative contacts are contacted where their primary emergency contact cannot be contacted. * The school has an up-to-date **First Aid Policy** in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. First aider on site (first aid that has run out can be extended according to government guidelines) | **Yes** | **SLT** |  | **L** |
| BAME |  | * To implement any new government advice relating to children of families within the BAME risk group. * Headteacher to complete an 1:1 informal discussion with any member of staff or child within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of the school. * Reduce the number of people each staff member has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others) * School [Employee Assistance Programme](http://thehub/MyEmployment/Working-life/Wellbeing/Employee-Assistance-Programme.aspx) can help provide support, advice and information. Call them on 03303 800 658 (calls charged at local rate). | **Y** | **Headteacher** |  | **M** |
| Nappy changing / toileting |  | * Children will be encouraged to go to the toilet independently as much as possible. * Children in nappies – parents are asked to make sure they are clean at the beginning of the session to minimize any changes necessary * All PPE to be worn and hygiene procedures followed. | **Y** | **All staff** |  | **M** |

**OUTBREAK MANAGEMENT PLAN**

The following control measures do not need to be put into place unless recommended by the director of public health, PHE health protection team or the Local Authority.

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| Contingency planning to provide continuity of education in the case of a local outbreak | Major unplanned event.  Anxiety | School staff and families |  | If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.  Schools Outbreaks to be classified as ‘several’ cases within 14 days  Restrictions on pupil attendance should only be considered as a last resort, following the DfEs Contingency Framework and in collaboration with the guidance provided by the Wigan’s Health Protection CC and the Local Authority. | * Ensure remote learning platform remains. * Provision in place for key worker children attendance. (as per national lockdowns)   DfE helpline on 0800 046 8687 and selecting option 1 for advice on the  action to take in response to a positive case. Additionally - contact HPCC Team on 01942 404240 to notify your incidents and seek advice. |
| Variant of Concern (VoC) | Infection rate | Staff and Pupils |  | When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants. | * For secondary schools onsite Asymptomatic Testing Sites (ATS) in place. * Increased use of home testing for staff. * Primary school pupils not currently tested |
| School educational management |  | Staff and Pupils |  | Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.   * Maintain good hand hygiene (Frequent cleaning)and respiratory measures, (Catch it. Bin it. Kill it.) * Sanitising points, etc. * Review Cleaning schedules to ensure enhanced cleaning is being maintained. * Year/ class group bubbles re-introduced * Staggered entrance/ exit times (if possible) * Use of different entrances for specific groups (if possible) * Staggered/limited use of communal areas - hall/ dining room, play periods, etc. * Use of shared resources | Follow the advice of the local Health Protection team advice. |
| Temporary re-introduction of face coverings. |  | Staff and Pupils |  | In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.  Primary and Secondary School   * Face coverings worn by staff and visitors, in communal areas unless they are exempt. | Secondary School   * Face coverings worn by students in communal areas/ all areas   Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. |
| Shielding - CEV |  | Staff and Pupils |  | Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.  Pupils may be subject to the recommendations of a Clinician supporting the child  SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT. | * Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. * Remote learning platform in place for children who are advised to shield. |
| Out of School Visits |  | Staff and Pupils |  | Temporary limit to certain school activities;   * residential educational visits * day visits * open days * transition and taster days * parental attendance in settings * performances in settings * Sessional activities (Xmas play/Choirs, etc. | Help contain any outbreak by following the advice of the local Health Protection team advice. |
| **Further Information**:  The guidance issued by the Government may change as we continue to move forward further scientific advice. Such new or amended guidance will be published on the GOV.UK web site. | | | | | |