

Keswick House Nursery COVID-19 – Risk Assessment including returning to school Reviewed 1st September 2020

Rationale

The logic behind these actions, and the need for this note, is the ongoing 'duty of care' the school has for their whole community: proprietors, staff, parents and pupils.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19 schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?".

For COVID-19 there are three important factors to take into account:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *seriousness of likely injury*
- c. *Difficulty of or obstacles in taking precautionary measures*

Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
A	Is Government advice being regularly accessed, assessed, recorded and applied?	Gabriella and Lisa reviewing new guidance - and working with partner school, The Roche School as good practice	L	Proprietors updated with government advice and initiatives via GE and LC and working closely with Deputy Head Roche School
B	Are changes regularly communicated to staff, pupils, parents and owners?	Staff meeting dedicated to reopening and Health and Safety – 3.9.20 Arrangements sent out prior to meeting and ahead of children's start dates. staff meetings and direct	L	Weekly staff meetings for the rest of term. All documentation distributed Regular parent communication

		correspondence have discussed staff concerns and updated on Health and Safety discussions. Parent communication has been regular sharing all school opening documentation		to continue from 10.9.20
C	Are changes reviewed by proprietors?	Proprietors regularly updated via email and some Zoom meetings to changes and implementation One proprieyer available on site if required	L	Proprietors in ongoing communication with Gabriella Emery and Lisa Christou
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	No Visitors permitted Visitors form for track and trace	L	No parents allowed in the building.
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	Government guidance distributed to all staff on site and will be availabke to staff in advance of return on 3 rd September	L	In addition to documentation being shared, staff training offered and guidance given on inset days. Teachers to advise pupils about new expectations on return to school 10/9/20
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and Social Distancing (SD) rules?	Pupils will be briefed by key teachers and staff have been given staff principle document	L	<ul style="list-style-type: none"> On site posters, floor markings in place prior to opening to reinforce and remind all in School. Posters on doors and in classrooms to remind of the H and S requirements.

				<ul style="list-style-type: none"> New hand sanitiser units have been purchased and installed in 2 locations
G	Is there sufficient supplies of hygiene materials and are they well placed?	Supplies has preordered additional Inventory made to control supplies	L	<p>Lisa to continue to purchase on an ongoing basis and to check supplies.</p> <p>Inventory list of supplies in place</p>
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	<p>Additional hours for cleaner in place</p> <p>Midday clean organised</p> <p>Cleaning of school to commence prior to staff return</p> <p>Cleaners guidance and standards in place</p>	L	<p>Cleaners asked to revise advice and principles and expectations. Check lists in place to evidence cleaning</p> <p>Training with cleaners arranged to clarify any new expectations.</p> <p>Tick lists created and printed for 10/9/20</p>
I	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	<p>Classes to have own toy box and area</p> <p>Children provided with own pencil case from school</p> <p>Teachers and teaching assistants responsible for wiping down equipment where necessary during sessions</p> <p>Teachers responsible for spraying loo after child</p>	L	<p>staff fully briefed 12/6/20</p> <p>All Staff briefing discussed 12/6/20</p>

		Garden boxes to be created with specific resources		
J	Are high risk areas being regularly monitored for hygiene?	Lisa/Gabriella to monitor during the day. Ceaning tick lists provided	L	Cleaner briefed 7/6/20 of areas - no change. Tick list in operation
K	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	<ul style="list-style-type: none"> Requirement to re-close would be communicated as original closedown on 20th March. Proven channels of communication Working with local health authority. 	L	N/A
L	Are all the risks identified properly mitigated and regularly re-assessed?	Risk assessment and management to continue to review small groups and all arrangements as laid out in updated Government guidance.	L	This risk assessment receiving ongoing additions and reviews. Input received from staff briefing. Also see plans for full reopening arrangements shared with parents.

Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, facebook etc	Regular emails/Zoom with staff if necessary and on site staff	L	Communication continuing
2	Is there a robust feedback and reply system to ensure best practice and two way communications for pupils, parents, staff and proprietors/advisors?	Emails available for parent feedback Pupils are connected each day with their class teachers and if	L	Parents using email to respond on views.

		<p>pplicable can be done visa Zoom.</p> <p>Staff have manager on site for cocerns and email contact</p>		
3	If there is an Officer for the school / department been nominated to be responsible for COVID-19 matters	Head of Nursery and Manager jointly responsible for operations	L	<p>Open feedback encoaged by staff</p> <p>Specific Health and Safety meetings</p>
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	<p>Email and phone call</p> <p>Head of Nursery Scholpoint of contact for any staff not able or willing to return for fear of infection.</p>	L	Home Learning tasks to be in place for those not returning following discussion with Head.
5	Who has travelled where: other than home and school?	<p>Staff and parents to be reminded regarding quarantine rules.</p> <p>Staff and pupils to be encouraged not to share settings.</p> <p>Staff, parents. pupils to be encouraged to avoid public transport.</p>	L	Lockdown easing means people are allowed to travel but to be aware of list of high risk countries. SD to be adhered to.
6	What are and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	<p>Teachers to reiterate to pupils the importance of handwashing and basic hygiene, catch it, bin it, kill it and through age appropriate lessons.</p> <p>Guidance on measures sent to parents and teachers.</p>	L	<p>Teachers brief children 10/9/20</p> <p>The hygiene rules are communicated to staff and pupils via posters displayed around the School.</p>
7	Are all staff trained and regulary updated in COVID-19 sysmptons, SD and how these rules apply to teaching?	Symptoms reminded in staff meetings and guidance sent out in school's	L	New addition of loss of taste and smell

		arrangements.. Procedure in place for isolating pupils.		conveyed in staff meeting.
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	No use of mini buses	L	Staff provided with parking places offered by parents for free to allow avoidance of public transport
9	How is Registration throughout the day managed including temperature / health checks?	Key oerson to use registers. Parents asked to check temperatures.	L	Government guidance does not require regular temperature checks
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	Playground cordoned for groups or allocated times with no shared equioment Parents not allowed in the school	L	Signs and cordons put in place if required
11	Are learning and games spaces configured to SD rules?	Children working in bubbles	L	New classrooms allocated
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Age groups separated	L	Staggered start and 'bubble' groups see overall reopening plan.
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	Manager/Head available at all times	L	Questionnaire sent to parents

Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are Safeguarding, code of practice, staff handbook policies been updated, regularly reviewed and shared?	Safeguarding policy revised in March 2020 in accordance with government guidelines	L	Further update to Safeguarding policy on return to school made by SW 30/5/20 Approved and checked by JG

2	Is the DSL and ADSL easily contacted and their contact information known to all.	Policy on website. Email available too.	L	Usual DSL now on site from 1/6/20
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Full arrangements in place including all this information. No official requirement for a COVID 19 policy but the plans and procedure documents comprise the school's policy.	L	
4	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	No new staff t but will provide new parents and pupils with all briefing materials.	L	
5	Are sporting, play and SD rules clear to staff and pupils?	Specialist teachers follow protective measures and SD Children only allowed to play with children in their group.	L	
6	Are drama, dance and music activities applying SD rules?	Reinstate Dance	L	
7	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	Key Staff trainign to continue on Zoom or in large hall so SD rules are easily applied. Staff not allowed to sit down in staff room only to make tea and prepare food. Responsible to wipe down all surfaces and utensils used after being in the staff room.	L	Staff meeting for returning staff
8	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	New systems. See arrangement plan for reopening.	L	Parent briefing document provided to parents week of 31/8/20
9	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Age groups separated. Allocated times for playtime	L	
10	Do classrooms reflect SD layout and regular cleaning rules.	Tick lists in classroom for enhanced cleaning and soft frunishings etc as per guidance removed. Tables more spaced.	L	Head/ manager to monitor

11	Can staff manage, whilst in the transition phase, both in school and remote learning?	Staff trained to use Zoom for remote learning if necessary	L	
12	Are meal times de-conflicted, reflect SD in the servery and dining hall whilst providing sufficient nourishment?	Cold packed lunch and snacks brought in disposable bags in classrooms to groups	L	Letter sent explaining new rules to parents ahead of term.

Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues.	All staff are paediatric first	L	New course booked for Jan 2021
2	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	Plan for isolating on site if a child or staff member shows symptoms outlined in return to school plan.	L	New first aid room for isolating cases created 1/6/20 outside of main building in room 6 of the groups rooms.
3	Is the medical room(s) properly equipped?	Isolation area created on library space.	L	First aid kits regularly checked.
4	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	Face masks purchased. Government guidance does not require them but available for anyone to use when in close contact with a child during a lesson. (see plan) PPE available for all staff	L	Aprons for cleaning staff purchased
5	Is the school aware of all pre-existing medical conditions?	Yes	L	
6	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	None so far tested Record to be created if someone does test positive	L	
7	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	None so far but record to be created.	L	

8	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath?	Record of cases kept	L	None so far as of 10/9/20
9	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	N/A	L	N/A
10	Systems of Control in place when dealing with Covid outbreak	Refer to action list guidance on when dealing with suspected Covid. Advice Service for Schools - 0800 046 8687 selecting option 1 in response to a positive case of Coronavirus- update 17.09.20 Notify Ofsted of confirmed Covid case.		None so far as of 10/09/20
11	If there is a separate area for temperature testing, holding and isolation areas are they easily identified and regularly cleaned?	Isolation room in library space	L	
12	Is temperature testing safe, reflects SD rules, recorded and kept appropriately.	Wider temperature testing not advised by the government due to inaccuracies. Temperature testing of individuals with symptoms using electronic thermometers – parents asked to take child's temperature.	L	
13	If emergency services are called is there a well understood procedure and cleared routes in and out?	Gate unlocked. Admin and First aid staff trained and Office central hub for calls of emergency services.	L	
14	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules?	Head.manager to monitor across the school. Daytime cleaners also to report to Head/manager about compliance.	L	
15	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	All non essential contractors not allowed on site	L	
16	Do Medical Staff have the appropriate PPE, cleaning materials and training?	Gloves and facemasks available. Staff briefed to use when dealing with a case following government procedure	L	
17	What is the policy on washing school clothes so as to prevent infection?	According to government guidelines	L	Some mufti days arranged to allow

		which requests clothes to be washed by parents as per normal at home		children to wear home clothes on some Fridays to reduce pressure on washing clothes for parents and ensure fresh clothes worn.
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Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are Support Staff briefed on changes regularly?	Support staff includin	L	Returning support staff briefed 1/6/20
2	Do Support Staff have the appropriate PPE, cleaning materials and training?	Cleaning materials available in all classrooms, face masks and gloves	L	All materials in stock at arrived at school 1/6/20
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Head Manager to inspect cleaning regimes. New tick sheets and objectives prepared	L	
4	Have reconfigured areas, zones, routes hampered fire exits and routes?	New fire drill arrangements in place	L	
5	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Fire drill practico to be taken place in first half term	L	

Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	Yes new hot water system installed April 20 and checked half term May 20	L	
2	Gas supply, venting and valves?	Yes Jan 20	L	
3	Have air conditioning ducts and units been checked and reviewed?	Yes April 20		
4	Electrical tests up-to-date including emergency lighting and PAT?	Not due till Autumn		
5	Water testing for temperature, flow and legionella in date for test?	Yes April 20	L	
6	Fire Alarm panel, system and extinguishers in date and serviced?	Yes	L	
7	Have waste procedures been reviewed?	Harrisons to arrange new waste procedure for collecting rubbish from packed lunches in classrooms.	L	Lidded bins purchased and installed for the diposal of tissues 1/6/20

		Other waste procedures reviewed and remain the same for cleaners.		
8	Are pest control services recorded, deficiencies identified and actioned?	Yes. April 20	L	
9	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	Vehicles fully registered and insured. Not in use at the moment.	L	