



St Pauls Nursery School and Children Centre

Risk Assessment for Schools Re-Opening after Covid-19 Closure

Assessment: 15.5.20

Risk Assessment for Schools Re-Opening after Covid-19 Closure

Assessed by: Safety Health & Wellbeing Team

Section: Schools

Review dates: as dictated by issuing of new Government guidance

To address the possibility of being infected with or transmitting Covid-19 during all of a school's activity. Current Government advice (as of 15.5.20) states: The virus that causes Covid-19 is mainly transmitted through droplets generated when an infected person coughs sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on [social distancing, handwashing and other hygiene measures](#), and [cleaning](#) of surfaces. Government guidance is based on their findings that:

- severity of disease in children – there is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus
- the age of children – there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus
- numbers of children going back – which needs to be limited initially then increased gradually as the science permits
- systems to reduce the size of the groups coming into contact with each other – such as smaller class sizes spread out across settings

All Headteachers must have completed a Manager's Checklist <http://intranet.bcc.lan/cm/content/articles/people/health-wellbeing-work/managers-checklist-covid-19.en> and returned this to the Safety Health and Wellbeing Team, read and disseminated the guidance from BCC and used the dynamic risk assessment template for home visits.

All schools should have completed Bristol City Council CHaSMS. All changes and risk assessments should be Equality Impact Assessed and proper consideration should be given for protected characteristics.

All pupils and their parents/ carers will need to be informed and reassured of the measures in place to control the possibility of infection with or transmission of Covid-19. The changes implemented should be Equality Impact Assessed and proper consideration given for protected characteristics.

IMPORTANT: If you or someone in your home has a symptoms of Covid-19 (high temperature or a new, continuous cough) STAY AT HOME and CALL 111 or <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

SECTION 1- Identifying Hazards and Existing Precautions

| What is the Task/Activity or Workplace Environment You Are Assessing? | What Hazards Are Present or May Be Generated? | Who is affected or exposed to hazards? | What is the Potential Severity of Harm (Risk Rating Matrix Table 1)? | What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)? | What is the Likelihood of harm occurring? (Risk Rating Matrix Table 1)? | What is The Risk Rating (See Note Below & Risk Rating Matrix Table 2) |
|---|---|--|---|--|--|---|
| School buildings | Buildings and systems e.g. heating & water systems not functioning safely after period of closure | Staff pupils, visitors | serious | All compliance checks are made and recorded via Parago and have been maintained during pandemic. As the building has been open during the pandemic, all checks have been carried out as routine. PAT testing date to be set prior to reopening but is still compliant | possible | medium |

| | | | | | | |
|--|---|--|--|--|--|--|
| | <p>Health and safety checks to ensure building is compliant</p> <p>Unused rooms not being flushed, risk of legionella</p> <p>Bottleneck of parents and children coming through front entrance.</p> <p>Social distancing in the office space</p> <p>Fire evacuation plan out of date due to revised entrances and exits and insufficient signage to support an evacuation</p> <p>contamination in staff rooms</p> <p>Deliveries to reception – contamination</p> | | | <p>Monkey bars – currently not able to be used as failed statutory inspection and has been appropriately barrier off</p> <p>Flushing to be carried out in all rooms that have not been used during the pandemic to standards</p> <p>Review all entrances and exits for different rooms to avoid any bottlenecks</p> <ul style="list-style-type: none"> • baby room to enter via entrance by caretakers store • 2-3's via front entrance • NS1/NS2 via double gate at top of garden • POD via POD entrance <p>Children to be handed over to practitioners at entrance/exit point – no entry to parents into the grounds or building. Children will be collected as they arrive</p> <p>Office space is not designed to accommodate 2 people and cannot be adapted due to the size of the furniture – only 1 person in admin office and 1 person in SBM office if required. No-one to enter the office without the prior authorisation from the admin team member</p> <p>Fire evacuation plan remains in place. In the event of an emergency the priority is getting out of the building calmly regardless of social distancing</p> <p>Complete PEEP for any children/staff that would have difficulty evacuating (currently not required)</p> <p>All surfaces and appliances to be cleaned after use. Provide adequate cleaning materials for staff and PPE if required. Staff rooms are deep cleaned every evening by the contract cleaners. Staff to ensure minimal bags etc to brought to the centre and locked in the lockers provided</p> <p>All deliveries to be delivered to the side of the reception desk in the event of rain and left outside if weather is dry. The boxes to be either opened using disposable gloves or “quarantined”. Milk and bread to be cleaned with alcohol wipes before being distributed.</p> <p>Ensure adequate ventilation where possible</p> | | |
|--|---|--|--|--|--|--|

| | | | | | | |
|----------------------------|--|-------------------------|-------|---|----------|------|
| | Bottleneck of staff entering building | | | All staff to enter the building via the front entrance and sign in at reception (signing in book). Floor markings from reception to car park to ensure social distancing is adhered to. Staff to use sanitiser on entering the building prior to signing in | | |
| Travel to and from schools | <p>1. Potential for infection with Covid-19 by being in close (under 2m) proximity to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body</p> <p>2. Infecting others, as above</p> | Staff, pupils, visitors | major | <p>Existing Public Health England (PHE) /Government Guidance https://www.gov.uk/guidance/coronavirus-covid-19-uk-transport-and-travel-advice</p> <p>Encourage staff/parents and children to walk, cycle or use their cars.</p> <p>Adequate car parking facilities available for staff with additional car parking available at Cabot Primary.</p> <p>If staff have a parking permit, then ensure that they use where possible to reduce the number of staff in the car park</p> <p>If required to use public transport, then staff must wear a face covering to protect others and to adhere to the social distancing instigated by the bus company</p> <p>Cycle rack to be sanitised at the beginning of the day</p> | possible | high |
| Staffing allocation | As 1 and 2 above | Staff, pupils, visitors | major | <p>Current DfE advice https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Minimising the number of staff on site to meet statutory ratios. Ensure that staff are aware of the “bubble” that they have been allocated to. Provide a staff room appropriate to the location of the “bubble” – see further actions</p> <p>Ensure that the following staff are also available on site</p> <ul style="list-style-type: none"> • 1 member of admin team • Paediatric first aider • DSL (or access to one by phone) • Caretaker | possible | high |

| | | | | | | |
|-------------------------------------|------------------|-------------------------|-------|--|----------|------|
| Poor hygiene | As 1 and 2 above | Staff, pupils, visitors | major | <p>Existing good practices and Government advice</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Adults https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/</p> <p>Children https://campaignresources.phe.gov.uk/schools</p> <p>Ensure that handtowels are replenished every morning to fill the dispenser fully along with supplies of PPE, D10 and disinfectant wipes.</p> <p>Door handles and toilets/toilet handles to be cleaned hourly and recorded. This needs to be completed by room staff as external cleaning contractor is not able to attend during the day. Staff to ensure the use of PPE when cleaning.</p> <p>Children will be supported in ensuring that they wash their hands thoroughly. PPE (gloves and apron) is worn by staff who need to support a child in toileting and when changing nappies</p> | possible | high |
| Access to and egress from buildings | As 1 and 2 above | Staff, pupils, visitors | major | <p>Existing Public Health England (PHE) /Government Guidance on social distancing</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Providing additional access routes for different rooms to eliminate the bottle neck of parents dropping off their children</p> <ul style="list-style-type: none"> • baby room to enter via entrance by caretakers store • 2-3's via front entrance • NS1/2 via double gate at top of garden • POD via POD entrance <p>Staggered entry times for children in NS1/NS2 and POD</p> | possible | high |
| Corridors | As 1 and 2 above | Staff, pupils, visitors | major | <p>Existing Public Health England (PHE) /Government guidance as above.</p> <p>Limited access to building to external visitors – only contractors as required. No parents allowed within the building.</p> <p>Posters to be displayed for staff to adhere to social distancing</p> | possible | high |

| | | | | | | |
|-------------------------------|------------------|----------------------------|-------|--|----------|------|
| | | | | <p>As the corridor is less than 2m in width, then staff to ensure that they give way to each other by moving into room or alcoves to maintain 2m distance.</p> <p>Corridor to be only used when using the toilet, using the photocopier or leaving the building</p> <p>First floor stairs to be only used by 2-3's staff as their staff room and to check if anyone is starting to proceed down the stairs</p> | | |
| Playgrounds/ outside areas | As 1 and 2 above | Staff, pupils, visitors | major | <p>Existing Public Health England (PHE) /Government guidance as above</p> <p>External space to be fenced off to maintain the room bubbles. External equipment to be checked on a daily basis by staff and termly equipment checks to continue to be made</p> <p>External equipment to be washed off at the end of day.</p> <p>Ensure that children/staff do not move between the bubble areas</p> <p>Waterplay can be carried out only if the water is shallow and disposed of after an hour. If the children are not using the water then the water should be disposed of.</p> <p>In the event of a child having a soiling accident, the water should be disposed of and the tray cleaned using hose pipe and D10</p> | possible | high |
| Assemblies | As 1 and 2 above | Staff, pupils, visitors | major | <p>Existing Public Health England (PHE) /Government guidance as above</p> <p>NOT APPLICABLE</p> | possible | high |
| Dining areas | As 1 and 2 above | Staff, pupils, visitors | major | <p>Existing Public Health England (PHE) /Government guidance as above</p> <p>Children to eat in designated areas within the room to maintain bubble.</p> <p>Catering staff to deliver trolley of food and crockery to the room door for staff to collect. After service, kitchen staff to collect from outside the room using disposable gloves</p> <p>Tables and table cloths to be cleaned prior to and after lunch/tea</p> <p>Ensure that children wash hands thoroughly prior to and after eating. Children who need to be supported with hand washing to wear PPE as required</p> <p>If children have used cups for snack time or during the day, they must be washed in hot detergent water or in a dishwasher on a hot wash</p> <p>If parents bring in milk for their baby, the container must be sanitised and the staff member to wash hands before and after use of the container.</p> | possible | high |

| | | | | | | |
|--|------------------|----------------------------|-------|---|----------|------|
| Classrooms/ Resources | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above Remove soft furnishings and replace with blankets and towels which can be easily washed on at least at a daily basis Remove excess furniture to allow easy movement around the room so that social distancing can be carried out by staff. Due to the age of the children social distancing is very difficult between children and staff, but the maintenance of the bubble is imperative Surfaces to be cleaned on an hourly basis and documented Resources/toys to be limited, used and cleaned on rotation. – See daily plan Parents to be informed that only minimal toys and comforters to be brought into the centre to reduce transmission of Covi-10 | possible | high |
| External providers, visitors and contractors | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers Contract caterer to provide the food and contract cleaner to clean at the end of the day once the children have left the building Contractors are called in only when necessary. Works to be completed where possible outside of core hours except in an emergency. If required to attend during core hours, contractors to be asked to wear a face covering. Contract cleaners and caterers have provided documentation to support their control measures and is monitored by SBM | Possible | high |
| Deliveries | As 1 and 2 above | staff | | Existing Public Health England (PHE) /Government general guidance as above https://www.gov.uk/coronavirus https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 All deliveries to be delivered to the side of the reception desk in the event of rain and left outside if weather is dry. The boxes to be either opened using disposable gloves or “quarantined”. Milk and bread to be cleaned with alcohol wipes before being distributed. Weekly fruit to be delivered to the sofa area Food deliveries to the kitchen to be made directly to the kitchen via the car park. No access through the building | possible | high |
| Cleaning | As 1 and 2 above | Staff, pupils, visitors | major | Existing Public Health England (PHE) /Government guidance as above https://www.gov.uk/government/publications/covid-19- | possible | high |

| | | | | | | |
|---|---------------------------------|-------------------------|-------|---|----------|------|
| | | | | decontamination-in-non-healthcare-settings Contract cleaners to clean every room every evening. Room staff to clean key areas of the room on an hourly basis and record – inc door handles, toilet handles Staff to regular wipe down surfaces using disposable cloths using D10 or alcohol wipes | | |
| Use of Changing facilities, showers and toilets | As 1 and 2 above | Staff, pupils, visitors | major | https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Shower not accessible due to high risk of contamination between user and not being able to effectively clean. Process for staff to follow when entering and leaving staff toilets – see Appendix A. External door to be removed to enable viewing of people in the toilets. Only 1 hand wash basin available due to the proximity. | possible | high |
| Discovery of (or by) a person with Covid-19 symptoms | As 1 and 2 above | Staff, pupils, visitors | major | https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Isolation of the person to either a space with ventilation (if an adult) or to a quiet corner 2m away from all other children until the child is collected. Staff to wear PPE if with a child PPE to be used to clean the areas where the infected person has been – see Appendix B Specified area for isolation is garden in front of the den which is covered and has plenty of ventilations | possible | high |
| Emergency evacuations | As 1 and 2 above | Staff, pupils, visitors | major | Schools' specific evacuation plan Evacuation plan to be maintained. Barrier on path (evac route) can be moved and netting fence can be removed easily in the event of an emergency | possible | high |
| Altered teaching protocols/ curriculum | Stress | Teaching staff, pupils | major | Existing DfE guidelines BCC EAP Focus on transition, prime areas and emotional wellbeing | possible | high |
| Working with pupils who are experiencing stress or trauma | Secondary and vicarious trauma: | All staff | major | BCC EAP Family support workers/CAMhS | possible | high |

NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.

Section 2 - ACTION PLAN - additional precautions

| What is the Hazard You Need to Control? | What additional precautions do you need to either eliminate the risks or to reduce the risk to: at least the MEDIUM RISK RATING or ideally the LOW RISK RATING. | Who is Responsible For Implementing These Controls? | When Are These Controls to be Implemented (Date)? | When Were These Controls Implemented (Date)? |
|---|---|---|---|--|
| Buildings and systems e.g. heating will not be functioning safely after period of closure | <p>Government guidance</p> <p>All systems should be checked: heating, water safety, kitchen, fire alarm and safety systems, gas, security, ventilation, fire exits etc.</p> <p>A deep clean has been carried out every day during the pandemic in the rooms that have been used. Rota to deep clean unused room ready for introduction of children</p> | Site staff/ Headteacher | All control measures are in place as school has been open during pandemic | May 2020 |
| Transmission of or infection with Covid-19 during travel to and from schools | <p>Avoid use of public transport wherever possible. If needed inform staff to wear a face covering to protect others on the bus.</p> <p>Where unavoidable follow PHE guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Additional car parking available at Cabot Primary. Use of parking permits to be encouraged to reduce the number of cars in the car park</p> <p>Staffing accessing public transport must wear a face mask on public transport and adhere to social distancing rules set by the public transport company</p> | All staff and visitors | Date school re-opens for any people | June 2020 |
| Transmission of or infection with Covid-19 due to inappropriate staffing allocation | <p>Staffing allocation by Headteacher may need to be done on a daily basis and consider the following:</p> <p>Staff rota to be completed in advance to ensure correct staffing ratios. Contingency to be put in place in the event of unexpected illness including the absence of the caretaker.</p> <p>Staff rotas to include site staff, admin, practitioners, DSL and paediatric first aider</p> <p>All staff (incl.PPA, Supply cover, peripatetic etc.) medical needs to be discussed with the Headteacher prior to them entering the school. Contingency planning to be reviewed in the light of possible absence of key staff e.g. caretaker/site manager</p> <p>Staff must have read the risk assessment and sign to say that they will adhere to the contents before being put on the rota.</p> <p>Staff cannot enter the building if they are not on the rota</p> | Headteacher | Date school re-opens for any people | June 202 |

| | | | | |
|--|--|--|--|--|
| | <p>Fire evacuation plan has been reviewed in the light of reduced staff and deputy roles – evacuation plan remains that you need to escape in a calm organised manner</p> <p>Positive handling strategies/policies (behaviour strategies/policies) have been reviewed with no change</p> <p>It is accepted that social distancing cannot be maintained with the age group of the children as there is very intimate contact when changing nappies aswell as sleep time and delivery of first aid. All practitioners to wear PPE as appropriate for the circumstances but gloves as a minimum. Wash hands and ensure the affected area is cleaned upon completion with D10 or alcohol wipes</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. No-one allowed into the admin office. Staff to knock on admin office window and put forward request.</p> <p>There is an emphasis on ensure social distancing, therefore the smallest number of staff are allocated to a room.</p> <p>Lone working is only permitted for the caretaker and with the knowledge of the Headteacher.</p> <p>Staff to be provided with a “staff room” area within their bubble areas. Baby room – training kitchen NS1/2 – Nursery 2 room POD – training room 2-3’s – first floor staff room Admin team/SLT – community room/kitchen and courtyard</p> <p>All equipment to be cleaned after use. All cups crockery etc to be put in the dishwasher and put on a hot wash or bring their own which they can take home to wash.</p> <p>Staff to avoid non-essential trips within the buildings</p> <p>Employees in office not to work face-to-face. All offices will have different max number of staff that can be in at any one time Admin office – 1 SBM office – 1 SLT office – 1 T/school office – 1 Workroom- 2 Family support office – 3 Family Support Lead office – 1 Protective screening for staff in receptions or similar areas</p> <p>Ensure that all breaks are staggered to ensure that minimal staff are in the “staff room” areas</p> <p>Usual sickness procedure to be followed for non-covid sickness. SLT to ensure that appropriate cover is available in bubbles Named person (with a deputy) to ensure that first aid boxes are stocked and that emergency packs are intact</p> | | | |
|--|--|--|--|--|

| | | | | |
|---|---|-------------------------------|-----------------------------------|------------------|
| <p>Transmission of or infection with Covid-19 due to poor hygiene</p> | <p>Maintenance of good hygiene is essential: Providing additional handwashing facilities will aid this. In addition A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. This will be completed during the day by room staff using disposable cloths and D10 and alcohol wipes. Handwashing to be actively encouraged regularly during the day but also before and after eating, after going to the toilet.</p> <p>Good hygiene</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>Keep 2m away from others at all times for staff. Social distancing between children of 0-4 is very difficult but hand washing is actively encouraged and use of the outside space Minimum for children: My Personal Space (my outstretched arm) plus your Personal Space (your outstretched arm, not touching) equals social distance.</p> <p>For short periods where 2m distance is not possible, e.g. giving first aid: fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <p>Washing/sanitising hands hourly Use soap and water for at least 20 seconds using hand washing technique to be adopted as directed by NHS guidance. Use alcohol-based hand sanitiser if soap and water is not available or when entering the building or room.</p> <p>Avoid touching hands to face but if necessary clean before and afterwards</p> <p>Cover your cough or sneeze with a tissue then throw it in the bin – then wash your hands with soap and water. Have extra tissues available. If tissues cannot be reached in time cough into the crook of your arm.</p> <p>Restrict the number of people using toilet facilities at any one time e.g. staff to supervise.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sufficient supply of soap, hand sanitiser, paper towels and wipes will be available and topped up at the beginning of the day and ensure that stocks in cupboards are also topped up so that caretakers do not enter the bubble.</p> <p>Induction will be carried out for all people on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing people of the known symptoms.</p> <p>Staff meetings will only be held outdoors or in a large room where social distancing can be adhered to 1:1 meetings with staff and parents will be held either in the community room/community room courtyard or training room outside of lunch break times.</p> | <p>All staff and visitors</p> | <p>w/b 1st June 20</p> | <p>June 2020</p> |
| <p>Transmission of or infection with Covid-19</p> | <p>Review of all entrances and exits for different rooms to avoid any bottlenecks</p> <ul style="list-style-type: none"> • baby room to enter via entrance by caretakers store | <p>All staff and visitors</p> | <p>Date school re-</p> | |

| | | | | |
|---|--|------------------|--|--|
| <p>due to congestion during access to and egress from buildings</p> | <ul style="list-style-type: none"> • 2-3's via front entrance • NS1/NS2 via double gate at top of garden • POD via POD entrance <p>In reception areas Staff to Wash/sanitise hands on arrival and departure Power assisted doors to be used and push button to be regularly cleaned with alcohol wipes and documented Avoid having to touch surfaces where possible. Keep number of visitors as low as possible. Parents for the 2-3's room will be held externally and admin to phone through to the room for a member of staff to collect. Staggered arrival times may need to be considered if too many parents arrive at the same time, along with 2m distance lines on the path to the external gate All people should be required to stay on site once they have entered it and not leave site unless absolutely necessary during the day to minimise potential of transmission of Covid-19 Payments to school to be made via Family pay, online with reference 1010/childs name, card payments over the phone or tax free childcare scheme – currently no option to take cash or card. Use screens to protect reception staff Children to be dropped off and collected and entrance/exit points. No parents allowed on site</p> | | <p>opens for any people</p> | |
| <p>Transmission of or infection with Covid-19 due to corridor congestion</p> | <p>Use social distancing guidelines of 2m minimum distance between people. Use of visual reminders of the 2m distance e.g. on floors and walls Staff to ensure that they give way to other members of staff when on corridor as corridor 1.8m wide. No unnecessary use of the corridor</p> | <p>All staff</p> | <p>Date school re-opens for any people</p> | |
| <p>Transmission of or infection with Covid-19 due to poor arrangements in dining Hall/ canteen congestion</p> | <p>Food and drink should only be consumed in dedicated facilities. Break times will be staggered to reduce the number of staff accessing the staff room areas. All staff room areas will have soap, hot water and hand sanitiser. Hands should be washed by all staff prior to and after eating. Hand sanitiser is available at the entrance of each room or area where people eat and should be used by all people when entering and leaving the area. Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home. All persons should sit 2 metres apart from each other whilst eating and avoid all contact. The seating has been reconfigured to accommodate safe spacing. Catering that is provided is duty meals which will need to be eaten in the room that the member of staff is allocated to Drinking water is available from each designated staff room and enhanced cleaning measures of the tap mechanism introduced. Water cooler in corridor not to be used Tables and chairs should be cleaned between each use.</p> | <p>All staff</p> | <p>Date school re-opens for any people</p> | |

| | | | | |
|--|---|-----------|-------------------------------------|--|
| | <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p> <p>Bubble Staff Room Staff must clean surfaces and equipment used as they finish.</p> <p>Time needed for staff to use staff rooms may be longer to ensure that cleaning is completed</p> <p>Staff to have own cutlery etc. in staff room where possible Ensure that all cutlery, crockery to be put in dishwasher where available. Staff encouraged to bring own packed lunch</p> <p>Staff to ensure if water cooler is used in the staff room that the nozzle is cleaned as part of the cleaning process</p> | | | |
| Transmission of or infection with virus in playgrounds/ outside areas | <p>With the age of the children in the centre, social distancing is very difficult to maintain. Children will be held in a “bubble” and will be with the same staff. Social distancing will be observed with staff. Garden is fenced off to create “bubble” play areas to ensure that children across the centre are not able to mix</p> <p>Staff to adhere to social distancing where possible</p> <p>Play equipment to be hosed down at the beginning of the day.</p> <p>Practitioners to clean outside toys daily including metal parts of equipment</p> <p>If a child goes through the fence and breaks the “bubble”</p> <ul style="list-style-type: none"> • No adults to go across the fencing • Return child to correct bubble • Child to be taken inside and given clear instructions about staying in the bubble • Adults who have helped child to return to wash hands for 20 seconds • All possible objects touched by the child breaking the bubble to be cleaned immediately and recorded | All staff | Date school re-opens for any people | |
| Transmission of or infection with Covid-19 due to congestion in assemblies | <p>If it can be guaranteed that all people are observing 2m social distance smaller group assemblies can take place but consider streaming as an alternative.</p> <p>Not applicable</p> | All staff | Date school re-opens for any people | |
| Transmission of or infection with Covid-19 due to classroom congestion | <p>Staff are to maintain a safe distance between each other (2 metres). Children must be encouraged to do the same, but due to the age group this cannot be guaranteed and the “bubble” model is being adopted to minimise the risk of infection across the centre.</p> <p>The number of staff is limited to the legal ratios that have to be maintained.</p> <p>All persons are to wash their hands upon entering classrooms.</p> | All staff | Date school re-opens for any people | |

| | | | | |
|---|---|------------------|--|--|
| | <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry. • Use alcohol-based hand sanitiser. • Wash hands every hour. • Wash hands if face is touched (but avoid wherever possible and if needed wash hands first) • All hand contact surfaces to be cleaned throughout the day. <p>Only use cleaning products supplied by the school – D10 and alcohol wipes.</p> <p>Equipment: Ensure all equipment used is cleaned daily or more often when used.</p> <p>Staff to staff interaction;</p> <ul style="list-style-type: none"> • staff should only complete activities which relate directly to their job descriptions which cannot be completed at home. • Teachers may only complete tasks relating to the Teachers Standards which cannot be completed at home. • No physical contact. • No close contact activities (2 metre distance). <p>Activities and resources</p> <ul style="list-style-type: none"> • All resources to be cleaned after use (including computers) using alcohol wipes | | | |
| <p>Transmission of or infection with Covid-19 by external providers, visitors and contractors</p> | <ul style="list-style-type: none"> • Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. • Staff and contractors are to maintain a safe distance between themselves and others (2 metres). • All contractors are to wash/sanitise their hands upon entering the site. • Strict hygiene rules to be implemented, all contractors are to be asked to do the following: Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising every hour. • Site inductions are to be carried out following social distancing principles (2m separation). <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p> | <p>All staff</p> | <p>Date school re-opens for any people</p> | |
| <p>Transmission of or infection with Covid-19 during deliveries</p> | <p>Deliveries will need to be scheduled ringing ahead to warn of imminent arrival by drivers should be asked for Drivers should wash or clean their hands before unloading goods and materials.</p> <p>Drivers should leave packages external to the building if the weather is dry or to the side of the reception desk if wet. Admin team should not approach delivery driver</p> | <p>All staff</p> | <p>Date school re-opens for any people</p> | |

| | | | | |
|--|--|------------------|--|--|
| | <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste to bags and containers - to be kept closed.</p> <p>Waste bags are cleared every evening by contract cleaners. Recycling to be cleared every morning to ensure that the caretaker does not enter the bubble when children/staff are present. If there is a build up of recycling, staff will need to put outside the room door for collection</p> | | | |
| <p>Transmission of or infection with Covid-19 due to inadequate cleaning</p> | <p>Continue to follow Government guidance.</p> <p>Fixtures and fittings which are high-use will need frequent cleaning e.g. door handles, play equipment throughout the day and also documented,</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels. To be checked every morning to ensure that they are full, if nearly empty to be changed</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. If hand towel bins are full during the day, staff to tie up the rubbish bag and put outside the door for collection. Bin liners to be made available to rooms</p> <p>Extra supplies of soap, hand sanitiser and paper towels are available from the site staff.</p> <p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • Extra attention is to be given to frequently-touched areas and surfaces, e.g. doors, toilets, door handles, finger plates, phones, light switches and door fobs, lift button panels, window handles, taps, sinks, shared keyboards & mice, etc. • Classrooms to be cleaned in lunchbreaks • Hand towels and hand wash are to be checked by room staff and replenished if required • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc which will be carried out by room staff • Only cleaning products supplied by the school are to be used. • Bin liners will be used in all bins. Spare bin liners to be provided. If bin becomes full, close up bin liner, replace with new bin liner and put full bin liner outside the room for collection by site or cleaning staff | <p>All staff</p> | <p>Date school re-opens for any people</p> | |

| | | | | |
|--|---|-----------|-------------------------------------|--|
| | <ul style="list-style-type: none"> Staff clothes and bags to be stored in designated “staff room” area. Phones to be locked in lockers and not accessed during the day due to the location of the staff rooms | | | |
| Transmission of or infection with Covid-19 during use of changing facilities/showers/toilets | <p>Enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Shower not to be used due to the difficulty of maintaining stringent hygiene standards</p> <p>There are 4 staff toilets in a block with screens between each. Cleaning measures in place when toilets are used (see Appendix A) Only 1 washbasin available due to proximity and lack of social distancing</p> <p>Suitable and sufficient rubbish bins provided in these areas with regular removal and disposal.</p> <p>Alcohol wipes to be provided for cleaning regime</p> <p>Bin liners should be used in all bins</p> | All staff | Date school re-opens for any people | |
| Transmission of or infection with Covid-19 during discovery of (or by) a person with Covid-19 symptoms | <p>If a person displays symptoms - A high temperature or a persistent cough, they should:</p> <ul style="list-style-type: none"> Notify the Headteacher/member of SLT immediately. Avoid touching anything. Go home immediately (Children accompanied by their parent, etc). All other persons are to maintain a 2m distance from affected individual. If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. If the person is a child PPE should be worn by the adult supporting them as they await collection. A fluid-resistant surgical face mask, apron and gloves should be worn by the supervising adult as a distance of 2 metres cannot be maintained. Once child has left site, the supporting adult should dispose of PPE in clinical waste bag provided and then wash hands for 20 seconds and also face as appropriate Ensure that all areas where the child has been to be cleaned down, ensuring clean PPE is used. If the person is an adult/child tests positive, the whole bubble will need to self –isolate for 14 days If a positive test is reported the areas occupied and equipment used by the affected person are to be isolated thoroughly cleaned using Sani-tiser. Appropriate PPE to be used when applying to the room and surfaces. The infected “bubble” will close for self-isolation for 14 days and parents and staff asked to let the nursery know if anyone has symptoms. | All staff | Date school re-opens for any people | |

| | | | | |
|---|---|------------------------|-------------------------------------|--|
| | <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> • A note of all persons who the affected person has been in contact with is to be made by text, and these are to be monitored for symptoms throughout the following two weeks while self isolating • Designated holding area is the Den garden | | | |
| Transmission of or infection with Covid-19 during emergency evacuations | Due to the age of the children, social distancing is not possible. But social distancing can be achieved between staff. In the event of an emergency evacuation, the normal evacuation plan will be adhered to and ensure that all are evacuated safely in a timely fashion | All staff and visitors | Date school re-opens for any people | |
| Stress | <p>It should be recognised that all staff will be experiencing a higher than normal level of stress. Measures to control this should be considered according to the needs and the working practices of each school.</p> <p>Teaching staff must be involved in the creation of processes and schemes of work which will enable children to return safely and to continue their learning. These must be realistic and holistic. Expectations will need to be different and a period of review of new practice (pedagogy) must be undertaken giving staff the opportunity to adapt and evaluate before formal assessment of their performance or assessments of children's attainment begins. It should be noted that many routine activities will take more time to complete.</p> <p>Nursery school staff will closely monitor the wellbeing of their pupils as they manage change and offer supports. Safeguarding concerns should be considered and referred where appropriate.</p> <p>Nursery schools will closely monitor the wellbeing of their staff, including leadership, particularly regarding anxiety, bereavement or stress and giving proper supports.</p> <p>Staff should be reminded of the availability of Bristol City Council Employee Assistance Programme. 24/7, free, confidential, access for staff to a trained counsellor on 0800 111 6387.</p> <p>Other support available</p> <ul style="list-style-type: none"> • Leadership led mindfulness • Education Support wellbeing support • Education Broker wellbeing support • You tube mindfulness • Regular updates from Headteacher • Regular supervision | All staff | Date school re-opens for any people | |
| Secondary and Vicarious Trauma | Make relevant managers/staff aware of risks. Conduct training. Emphasise BCC EAP. | All staff | Date school re-opens for any people | |

RISK RATING MATRIX
 (Notes To Aid Completion Of The Risk Assessment Format)
 Table 1

| Potential Severity of Harm | Meaning | Likelihood of Harm | Meaning |
|----------------------------|--|------------------------|---|
| Fatal/Major Injury | Death, major injuries or ill health causing long-term disability/absence from work. | High Likelihood | Occurs repeatedly / event only to be expected |
| Serious Injury | Injuries or ill health causing short-term disability/absence from work (over three days) | Possible | Moderate chance/could occur sometimes |
| Minor Injury | Injuries or ill health causing no significant long-term effects and no significant absence from work | Improbable | So unlikely that probability is close to zero |

Table 2

| Risk Rating - Degree of Injury by Likelihood/Probability | | | |
|--|-----------------------|--------------------|----------------------------|
| | High Likelihood | Possible | Improbable |
| Fatal/Major Injury | Very High Risk | High Risk | Medium Risk |
| Serious Injury | High Risk | Medium Risk | Low Risk |
| Minor Injury | Medium Risk | Low Risk | No Significant Risk |

Appendix A

Cleaning procedure for the toilets

1. Sanitise your hands with alcohol gel before entering the toilet area.
2. Check to see if toilet is free
3. After you have finished in the toilet, clean the toilet seat and then flush the toilet with lid down. Using alcohol wipe to clean the toilet handle and open the door and put the wipe in the bin by the exit door – DO NOT PUT THE WIPE IN THE TOILET
4. Wash your hands with soap and water for 20 seconds and ensure your hands are dried
5. Use a wipe to clean the sink and taps
6. Leave the toilet area maintaining social distancing

If you are entering the toilets to get stationary etc from the cupboards

1. Sanitise your hands with alcohol gel before entering the toilet area
2. Check that you there isn't anyone in the toilets – as it will be difficult to social distance if someone comes out of cubicle
3. Get what you require from the cupboard
4. Wash your hands with soap and water for 20 seconds and ensure your hands are dried
5. Use a wipe to clean the sink and taps
6. Leave the toilet area.

Appendix B

COVID-19 – Protocol for Staff or Child with Symptoms

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

- if you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for at least **7 days** from when your symptoms started.
- after 7 days, if you do not have a high temperature, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you only have a cough after 7 days, as these symptoms can last for several weeks after the infection has gone.
- if you live with others and you are the first in the household to have [symptoms](#) of coronavirus (COVID-19), then you must stay at home for at least 7 days, but all other household members who remain well must stay at home and not leave the house for **14 days**.

As soon as a child is identified with Covid symptoms, the member of staff supporting the child should use the PPE provided in the emergency pack in the room.

For Nursery school – the route to the Den garden is via the corridor and into the Den and then into the garden. Nursery School (using allocated mobile phone in their staff room, will phone EY2 to ensure that the Den is empty before taking the child down. EY2 to then phone SLT on duty.

For POD, the child is taken onto the decking and the POD then phones the SLT on duty

If a child is awaiting collection, they should be moved to the designated area which is the Den outside garden. If this area is required for isolation then the Den is to be cleared of children and staff to enable passage through the room. Appropriate adult supervision if required. PPE should be worn by staff caring for the child while they await collection as a 2 metre distance cannot be maintained (such as for a very young child or a child with complex needs) – apron, gloves, mask and eye protection (if child sneezing and coughing).

If they need to go to the bathroom while waiting to be collected, they will be escorted through the Den and to the disabled toilet. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. Do not use sign to be put on the door to prevent anyone using before the toilet is cleaned

In an emergency, call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

All staff and children who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. Staff must book a test either independently or via the nursery school (using the above link) Parents of children will be advised and are encouraged to get their child tested by phoning 111.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.

In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.