

Blagdon Nursery School (Part of the REYS Federation) September opening Risk assessment - updated 09/10/20

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1.	Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information.	<ul style="list-style-type: none"> • We have informed parents, pupils, carers, employees and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); • Parents/carers receive guidance on school times for their child and protocols set out for attending the school i.e. parents and children should remain 2m apart from others, should follow staff members instruction and should not congregate outside the school; • All adults dropping off and collecting children will be asked to wear a mask/face covering. • We will not be allowing parents/carers inside the building unless in exceptional circumstances. • Parents/carers issued specific school protocols for school attendance for them to explain to their children; • Review current risk assessments of vulnerable children as required (EHCP/SEND/health issues, etc.). Social stories to be used, where appropriate. • Staff are briefed on school procedures and the plans for opening the school to all pupils; • Employees have had sufficient training and briefing regarding infection control and school protocols; • Staff to continue to use Safeguarding Policy procedures. • Staff briefed to report any hygiene/H&S issues to SLT immediately. • Talks with staff about the planned changes (E.g. safety measures and staggered arrival and departure times), have taken place, including discussing whether additional training would be helpful. 	Medium	Risk assessment to be shared with staff 1.9.20
2.	Spread/contraction of COVID-19 due to lack of social distancing	Drop off:	Medium	Ensure all parents/carers

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	<p>measures during the school day including:</p> <ul style="list-style-type: none"> Drop off/entry to the school. 	<ul style="list-style-type: none"> Parents/carers are reminded to leave once their children have been collected by a staff member. Only one parent/carer per child is permitted to drop off and pick up at each gate. If there are additional siblings who have no other carers at home they are permitted to stand with their parent/carer. They are not to interact with other families. Parents/carers are NOT permitted to enter the school building during drop off, unless in exceptional circumstances. <p>Entry to the school:</p> <ul style="list-style-type: none"> Children will be met at their designated entrance by a member of staff who will be securing the gate and, where possible, a member of their teaching group. Entrance doors to classrooms are held open, reducing the number of occupants touching the doors; All occupants are required to wash their hands (soap/water or hand sanitiser) on entry to the school; Good hand washing signage to instruct children how to do this effectively is displayed; Help is available for children who have trouble cleaning their hands independently; Staff to regularly train their children how to wash their hands adequately. 		<p>know which entrance to use - shared on HVs during first week</p> <p>Staff to regularly train groups in hand washing.</p>
3.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> Pickup/leaving the school. 	<p>Pick up/Leaving the school:</p> <ul style="list-style-type: none"> Children will be collected by parents/carers who will be waiting at the designated point. Parents/carers are NOT permitted to enter the school building during pick up; Exit doors are held open, reducing the number of occupants touching the doors; Children will wash hands as they leave the school building; 	Medium	<p>Think about what we need to consider as the evenings get darker in Autumn/Winter</p>

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		<ul style="list-style-type: none"> • Help is available for children who have trouble cleaning their hands independently; 		
4.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including:</p> <ul style="list-style-type: none"> • Classroom use/activities. 	<ul style="list-style-type: none"> • Hand washing is completed on entrance to the class and between specific activities; • Disposable tissues are provided and children told to ‘catch it bin it’. Lidded bins in every class. Bins emptied every day. • Children bring in own water bottles. Water bottles are provided for those who do not bring them in. These will be kept out of children’s reach and given to children on request or offered regularly to prevent children drinking form an incorrect bottle. • Children are regularly reminded not to touch their or other children’s faces; • Classroom furniture has been reduced. Displays, unnecessary cupboards and soft furnishings, soft toys and those with intricate parts have been removed and are not permitted. This is designed to enable successful and effective cleaning of all surfaces; • Outdoor play structures will be used on a rota system and cleaned between group use and at the end of session. • Dolls and accompanying accessories and children’s dressing up clothes will only be used by one group of children before being thoroughly washed (using the washing machine where possible) <p>Snack time</p> <ul style="list-style-type: none"> • Children will be provided with toast as a snack during their session. Families will be asked to bring in donations of fruit to share alongside the toast. • An assigned member of staff will prepare the snack - they must make sure that they clean the surfaces before they start preparing the snack and that they have washed their hands. 	Medium	<p>Ensure that we have enough handwashing supplies.</p> <p>Group times for new children to go through handwashing</p> <p>Resources that are not needed must be bagged, labelled and stored.</p> <p>Organise the ordering and storing of bread for toast - <i>this is being done half termly</i></p> <p>Ensure staff store and clean the fruit safely and hygienically.</p>

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		<ul style="list-style-type: none"> Children must be reminded to wash their hands before having their snack - the snack will be presented to them on a plate and when having toast the staff member will have buttered it for them. Remind children that they must not touch the plate/toast belonging to anyone else. When snack is finished the plates must be collected and put in the dishwasher so they are clean for the next day. All classes to use their own equipment and resources for snack time. 		
5.	Spread/contraction of COVID-19 due to lack of social distancing measures during the school day when moving around the school.	<p>Classes</p> <ul style="list-style-type: none"> The children are assigned their classroom, Willows - funded 2 year olds Pear Tree - 15 hours Cherry Tree - 15 hours Apple Tree - 30 hours The children will be arranged into the following bubbles Willows 15 hours - Pear/Cherry Tree 30 hours - Apple Tree There will be a rota for the large outdoor area where the children will mix in their bubbles. The equipment will be cleaned between bubbles. <p>Dining</p> <ul style="list-style-type: none"> Each child staying for lunch will eat their lunch in with their group either in their allocated classroom or preferably, in their allocated outside space. Lunch time staff will be there to support lunch times in Apple Tree. <p>Moving around the school:</p> <ul style="list-style-type: none"> Movement to different areas within the schools is reduced as much as possible. 	Medium	<p>First aid box for each group with bank of basic PPE.</p> <p>Lidded bins allocated to dispose of PPE</p> <p>Complete a rota for the front garden - <i>we have tweaked the times for the big garden</i></p> <p>Lunchtime staff to organise themselves so they can support children and clean surfaces</p>

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		<ul style="list-style-type: none"> Children will not 'free flow' throughout all the classrooms but will stay in their allocated classroom or their allocated outside space. Suitable external doors are used to move children from one area to another. In this case, the children will be escorted by an adult. Where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units; Corridors are sterile environments and kept as clear as possible; <p>Outside space:</p> <ul style="list-style-type: none"> Separate outside spaces have been allocated for each separate class group. Each group will have their own play equipment which is wiped down at the end of each session. There will be a rota for the front garden - bubbles will be allocated a time to use the front garden. Equipment will be limited to allow it to be cleaned between bubbles and all equipment will be cleaned at the end of the day. First aid will be carried out where needed. Staff may wear gloves, mask and apron. For more serious injuries, children must be moved safely to their allocated classroom. Children may meet with those from different classrooms when outside in the big playground/garden - but this will be limited to those children in their bubbles (so it will only be Cherry/Pear Tree who will mix regularly). 		
6.	Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.	<ul style="list-style-type: none"> Hand washing sinks are available in each classroom; All those entering the school are required to wash/sanitise their hands; 	Low	Ensure that we have adequate supplies of hand wash, hand gel and paper

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		<ul style="list-style-type: none"> • Toilets are designated for particular groups. One in one out routine and toilets are cleaned during the middle of the day. • Children and staff have been shown how to wash hands properly; • Help is available for children who have trouble cleaning their hands independently; • Hand washing is recommended frequently and required at the following times: <ul style="list-style-type: none"> ➢ Entry and exit from the school; ➢ After using the toilet; ➢ Before and after eating; • Unnecessary touching of the face is discouraged. • Staff will remind children to use tissues and bin them once used. If tissues are not readily available exactly when needed occupants are reminded to cough or sneeze into their arm; • Toilets and sinks have single use paper towel for drying hands 		<p>towels for the term.</p> <p>Group times and support for the younger/new children.</p>
7.	Spread/contraction of COVID-19 due to lack of adequate cleaning measures.	<ul style="list-style-type: none"> • Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean; • Staff will clean touched surfaces (e.g. door handle, table tops etc.) frequently throughout the session as well as the children's toilets. • Children will have access to a limited bank of resources which will be cleaned at the end of the day or between groups. • For part time children, this means there will need to be 2 sets of resources (one for am, one for pm) if there insufficient time to clean thoroughly in between sessions. • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be closed for 72 hours and 	Medium	Ensure there is a good supply of cleaning products.

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		then deep cleaned as per the guidance set on COVID-19: cleaning in non-healthcare settings .		
8.	Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school employees.	<ul style="list-style-type: none"> • Employees are required to conform to social distancing requirements where possible; this may not be possible for staff working together in a group situation. • Staff working within the office should adhere to the 2m rule. • Staff will need to adhere to the 2m social distancing when in staff rooms. • Each staff area has been assessed, a maximum number of staff per room has been placed on the door; • Employees will be provided with and wear PPE when required in accordance with government guidance. 	Medium	Staff to be briefed and expectations displayed on the outside of the staffroom and offices.
9.	Spread/contraction of COVID-19 in breakfast Club BLAGDON ONLY	<ul style="list-style-type: none"> • Families requiring breakfast club will need to book their session in advance. • Breakfast Club will be in Apple Tree (as it will be mainly the 30hour children who will use this service). It will be staffed by regular staff. • The children will be dropped off via Torrington Road - parents/carers to use the buzzer on the gate and staff can let them in. Parents/Carers to bring them to the allocated drop off point of the door leading into the link area - NO parents/carers are allowed into the building. • Staff to follow strict hygiene rules when preparing breakfast - only one member of staff to prepare the food. • Children must wash their hands when they arrive at breakfast club and when they are about to eat their breakfast. • Children to be reminded that they cannot touch other children's plates/bowls/cups. All crockery and cutlery to be put into the dishwasher after used. 	Medium	Allocate a cupboard in the Apple Tree kitchen for Breakfast Club Ensure that they have their own resources/equipment

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10.	A child or a member of staff presenting with COVID-19 symptoms in school.	<ul style="list-style-type: none"> • Qualified first aiders are in place at an appropriate ratio for paediatric first aiders for Early Years provision • The Head teachers office will be dedicated for suspected cases of COVID-19; • If a child is displaying signs at nursery, staff should call head of school or lead teacher. • The key worker/lead teacher or head of school will contact parents/carers asking them to collect the child immediately. • The Key worker/lead teacher or head of school will put on PPE and bring child to the Head teacher's office where no one else is, they will take their temperature and care for the child until they are collected. They will remain isolated in the Head teacher's office until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; • After the child has been collected PPE will be cleaned (face shield) or thrown away and the room will be cleaned with antibacterial spray. • First aiders have completed appropriate training for 'donning and doffing' PPE - NHS video / advice https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm • PPE is disposed of in accordance with NHS COVID-19 waste management guidance; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • A letter will go to all parents/staff from the group to inform them a child/staff member has been sent home with symptoms (see letter attached) 	High	

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		<ul style="list-style-type: none"> • The parents/carers need to arrange for a test, if this is negative then the child can return if they are well and not supported on calpol. • We have been provided with a limited number of home testing kits but these will only be given to families who we know would have real trouble with organising a test themselves. • If a staff member goes home with the symptoms of COVID-19 they must arrange for a test, if this is negative then they can return to work if they are well enough. • If the test is positive, all children and staff in the group will need to self-isolate for 14 days. • Parents/carers will be informed via email, letter or telephone as soon as a positive result has been confirmed. • The school will contact PHE and the Local Authority for advice if a positive test is received. • The school will follow the advice from the Local Authority regarding closure in the event of a positive test being received. <p>Waste disposal measures Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows:</p> <ul style="list-style-type: none"> • Put in a plastic rubbish bag and tied when full; • The plastic bag is placed in a second bin bag and tied; • It is put in a suitable and secure place and marked for storage until the individual's test results are known; • Waste is stored clearly labelled in the outside area down the side of Cherry Tree and kept away from children; • Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; 		

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		<ul style="list-style-type: none"> • If the individual tests negative, this can be put in with the normal waste; • If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; • If storage for at least 72 hours is not appropriate, a collection as a Category B infectious waste is arranged by either local waste collection authority. 		
11.	<p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including:</p> <ul style="list-style-type: none"> • Parents/carers; • Maintenance contractors; • External Teachers; • Inspectors; • Delivery personnel 	<ul style="list-style-type: none"> • Parents/carers are not permitted to enter the school unless their entry is essential - this may be at the very start of the term to settle new children; • Where possible parents should stay in the outside areas whilst settling their child. • Parents/carers have been informed to call the school office or email if they have any questions or concerns; • The SLT are able to use Zoom if face to face meetings are required. • Visitors will only be permitted during the school if they have an appointment or if it is deemed that they can enter safely. Only one adult is allowed in the reception area at one time. • Visitors will only be permitted at their designated time and will be asked to wait at reception until their school contact is available; • Any visitor to the school who is not a member of staff will be asked to wear a mask/face covering for the duration of their visit. • The school contact is required to attend reception in good time to meet their visitor; • Meetings with visitors will be via Zoom or phone where possible; • If not possible social distancing measures will be adhered to at all times; • Face to face meetings in small rooms or within 2m are not permitted; 	Low	Signs on external doors & main gate to explain the office is closed and who to contact

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		<ul style="list-style-type: none"> Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time; Deliveries will be accepted at designated quiet times only; Delivered items will be left outside of the school building or in the reception area for staff to collect. 		
12.	Spread/contraction of COVID-19 due to lack of social distancing measures.	<ul style="list-style-type: none"> One in one out management of toilets is in place in the classroom; Staff must clean the toilet after personal use with the cleaning materials provided 	Medium	Ensure we have adequate supplies of cleaning products
13.	Public Health England have suggested that BAME groups are disproportionately affected by the virus.	<ul style="list-style-type: none"> Meet with staff within this category to discuss individual circumstances and roles. Consider any additional measures that are needed to enable each staff member to continue with their role. https://www.bameednetwork.com/resources/ may provide some useful information. 	Medium	HoS to discuss with individual staff members as appropriate - reviewed & updated during the first week of term.
14.	Staff returned to work after a period of shielding, including pregnant staff	<ul style="list-style-type: none"> Meet with staff within this category to discuss individual roles and circumstances. Review and update risk assessments to ensure that their needs are met. Consider any additional measures needed, including advice from medical practitioners. 	Medium	Risk assessment reviewed and updated during the first 2 weeks of term.
15.	Lack of staffing/insufficient staff ratios	<ul style="list-style-type: none"> Adequate ratio of staff to children will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation; if there are insufficient staff to open, children from the group cannot attend school. The parents will be notified by email, text and Facebook as soon as possible. Children are suitably supervised at all times. 	Medium	

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16.	Children identified with EHCP or vulnerable	<ul style="list-style-type: none"> Individual risk assessments will be completed for children that have EHCP's or are vulnerable. These will be read, signed and followed by relevant staff and shared with parents/carers 	Medium	REYS Inclusion manager to update/ complete during the first 2 weeks of term
17.	Children who are distressed at coming into nursery	<ul style="list-style-type: none"> Staff will not take deeply distressed children from their parents/carers. Parents/carers will be asked to try to calm their children in order for them to go with a staff member. Staff may comfort children who become distressed in nursery, with a hug if staff are comfortable. Staff will need to wash their hands after this contact. If weather permitting set up learning areas outside so parents/carers can help to settle children (particularly new children) who may be upset. Parents/carers will be asked to collect any child in nursery who is deeply distressed and cannot be calmed. 	Medium	
18.	Children needing sun cream applied	<ul style="list-style-type: none"> Staff are able to apply sun cream to children by using clean gloves to apply. Gloves must then be discarded and hands washed thoroughly. Clean gloves must be used for each child. Staff will try to keep children in shady areas where possible. 	Low	
19.	Children returning borrowed clothes to nursery	<ul style="list-style-type: none"> If a child borrows nursery clothes and returns them to school, these must be washed at nursery before being put back in the spare clothes box. 	Low	
20.	Working in an enclosed space with little ventilation	<ul style="list-style-type: none"> All members of staff to ensure that the building is ventilated throughout the day by opening windows and doors where possible. Fire doors should not be propped open. <i>Remember to close them at the end of the day</i> 	Medium	
21.	Lack of suitable premises management	<ul style="list-style-type: none"> Premises staff levels are maintained and suitable for the use of the building; 	Low	Managing premises risk

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		<ul style="list-style-type: none"> • Appropriate cleaning and premises staffing levels are in place; • Waste removal and enhanced cleaning programs are in place for the potential coronavirus contaminated waste; • Contingency in place for sudden premises staff absence; 		assessment to be completed in line with this document.
22.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; • All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Medium	
23.	Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	<ul style="list-style-type: none"> • Evacuation plans including the following have been reviewed: • A fire drill will take place within the first month of children starting school in September. • All other fire system testing and maintenance has continued as normal. 	Medium	Review plan to socially distance pupils at gathering point.
24.	Risk of the staff who work across the federation e.g. Executive Head, Inclusion Manager and SBM spreading infection across schools and to the senior leadership team	<ul style="list-style-type: none"> • Any staff working across the three schools will be required to socially distance from staff and children where possible. • The senior leadership team will only meet via zoom/teams to reduce the chance of the REYS leadership all having to self-isolate should any receive a positive test. 	Medium	
25.	Engagement of the Government Test and Trace system.	Schools must ensure they understand the NHS Test and Trace system and how to contact their local Public Health England health protection team.	Medium/High	

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	Procedures if suspected or confirmed case and if there is a school outbreak	<p>Blagdon Nursery School has ensured staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • Inform the school if they are displaying symptoms • Inform the school if anyone in their household or close contact is displaying symptoms • Not to send their child in if they have symptoms. • Take a test if required. <p>Blagdon Nursery School will follow the procedures outlined in the Public Health England flow chart which is attached to the end of this risk assessment. This will be shared with all parents. Blagdon Nursery School will inform Public Health England when necessary.</p> <p>Occupants (staff or children) who display symptoms of the virus during the school day will be isolated in the designated room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate; staff within the room will only be allowed to remain with pupil and give first aid if needed</p>		
26.	Staff who exit the site during their break	<ul style="list-style-type: none"> • Remind staff that they need to wash their hands as soon as they return from their break. 	Low/Medium	Remind staff of this measure - <i>this was done on the INSET day</i>
27.	Celebrating children's birthdays	<ul style="list-style-type: none"> • Families are allowed to bring in a shop bought cake to be shared with the children • Follow the usual guidance for ensuring food is safe for children with allergies/dietary needs • All staff to ensure that they follow the strict hygiene rules for the preparation of food. 	Medium	Add this to a newsletter during the first term

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		<ul style="list-style-type: none"> No candles to be blown out - children can wave the candle out but ensure that hands are washed/sanitised beforehand Party bags/gifts should be discouraged, but if they would really like to bring them in then they should not be food and they should be quarantined for 72 hours before handing them out. 		
28.	Registrations for new children/ to add children to the waiting list. Risk of transmission by having visitors into the setting.	<ul style="list-style-type: none"> Registrations are to happen only on the assigned days and times - Tuesday pm in Willows and Wednesday pm in Blagdon. Parents/carers are reminded to arrive at their allocated time and at their allocated gate - Willows is Blagdon Road and Blagdon is Torrington Road. Staff to open the gates for the parents/carers to minimise contact on the gate. Registrations will only happen in the allocated space - Willows entrance hall and in Plum Tree for Blagdon. Staff to ask visitors if they are displaying any symptoms before entering and also to use hand gel. Parents/carers can wear a mask if they would like. Ensure that there is an allocated pen for each registration. As we cannot give the families a tour of the setting pictures can be shared on an ipad so they can have a feel of the nursery. Once they have left any toys that the children played with need to be cleaned and all surfaces that have been touched need to be cleaned also. 	Medium	Ensure that the process is explained to families when they book a slot

Updated: 09.10.20

Sent to Governors:

Signed: Joanne Budge