

## Harewood Nursery School Risk Assessment – January 2021

**This risk assessment should be read in conjunction with the following documents:**

<https://www.gov.uk/coronavirus/education-and-childcare>

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Area	Key Considerations	Actions	Person responsible
<b>CHILDREN</b>			
	<p>All children will be returning to school.</p> <p>Space available in each room for social distancing guidelines as required.</p> <p>Ventilated spaces required.</p> <p>Hand washing / sanitising facilities required.</p> <p>Capacity / Availability of 'Bubbles'</p> <p>Children who attend for the full day</p> <p>Entry / exit routine</p>	<p>There is enough space available in each room for a full cohort of children.</p> <p>As per guidelines, children will not be expected to maintain social distancing.</p> <p>The rooms must be ventilated at all times.</p> <p>Children must sanitise their hands on entry to their room, before eating, when going out and coming in and before going home.</p> <p>Support and encourage regular hand washing with soap.</p> <p>Nursery and pre-school am / pm are to be considered as separate 'Bubbles'.</p> <p>Children must eat lunch in their own rooms.</p> <p>Children including 30 hours, to be met from parents and returned to parents at their class gate.</p>	SLT / staff

	Arrangements in place to support pupils when not at school with remote learning at home.	<p>Usual timetable to allow time for planning, preparation is in place. This will be adjusted if there is a requirement to change to online delivery.</p> <p>Planning will be completed and provided by the class leaders jointly and will be a week ahead ensuring that teams are able to facilitate on line delivery immediately if required and resources are available to support any children who are unable to attend school.</p> <p>Time will be identified for whole team meetings weekly in the event of a switch to on line delivery.</p> <p>Time will be identified for team leaders to continue to carryout ongoing safeguarding procedures and SEND support if required.</p>	SLT
	Continuation of support for vulnerable families	<p>Usual safeguarding procedures will resume in school.</p> <p>Usual identification and support for families in receipt of EYPP will resume.</p> <p>In the event of local lockdown then our lockdown safeguarding activities will resume.</p>	DSLs
	Support for children with SEN in school and when not accessing school provision.	<p>Liaison with EYSEN team and information shared with parents.</p> <p>1:1 online meetings with families and additional resources will be provided where needed.</p>	HT
	Provision for pupils with special educational needs and disabilities (SEND) in conjunction with families and other agencies and engage with partners who will help to provide that support.	<p>Children with EHCP to have their identified support.</p> <p>SaLT and Advisory Teacher input will continue with visits from services as per their protocols.</p> <p>Continue to review OPPs and MSP, share with parents and submit for assessment as appropriate.</p>	HT
	Liaise with your local authority on your plans.	<p>Communication with SIP weekly.</p> <p>LA weekly communication to be read and considered in planning.</p> <p>Information shared with staff team as required.</p> <p>Copy of risk assessment to be sent to the SIP.</p>	HT

	Plan content and timing of communications to parents and pupils (including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils, for example, arrangements for drop-off/collection).	Consider forms of communication that will support communication including photos / videos of expectations. Include return proforma so that school know exactly who to contact in case of emergency. Parent friendly risk assessment to be shared.	HT /SBM
	Plan to resume taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in school.	Use school register list for each group daily. Share covid notifications with HT immediately. Follow up all absences by contacting parents. Complete weekly early years return information.	SBM  HT
	Agree what safeguarding provision is needed in school to support returning children (e.g. where new issues have arisen, or existing ones escalated) and consider any necessary changes and referrals as more children return to school, including those with problems accessing online offers. Check for revised protocols from the local authority and update safeguarding policy if necessary.	A DSL to be on site at all times when the children are in. DSLs weekly safeguarding teams meeting Monday PM Identification of any issues to be raised with SPOC and decision made on level of support. Continue to access updates from Vicky Maybin- LA Safeguarding lead. Complete recommended online safeguarding training.	DSLs  HT
	Updated behaviour policies in place to reflect the rules and routines necessary to reduce risk.	Behaviour policy reviewed to ensure it remains appropriate for the current situation. Children who demonstrate behaviours that may pose an unacceptable risk to others may be asked to remain at home if alternative measures are not possible e.g. spitting, biting	SLT
	Ensure milk and snack are available each session.	Tables to be cleaned before and after snack time and children not seated opposite each other unless at 2 metre distance. Snack to be provided in more structured way and handed out by staff rather than self-service. Consider having snack outside where possible.	SBM /Staff

		Children can drink water from plastic cups that will be washed in the dishwasher at the end of each session.	
	Reinforce personal hygiene routines and ensure these are adhered to.	Children to be shown correct handwashing practices and reminded regularly including before and after snack time to wash their hands.	All staff
<b>STAFF</b>			
	Agree required staffing resource and approach.	<p>Office / pre-school / Nursery to be considered as separate 'bubbles' as much as is practically possible. Other than to use the toilet, staff must remain in their own rooms once in school. If adults need to go into other parts of the building they must wear a face covering and maintain social distancing at all times.</p> <p>Staff must maintain social distancing at all times from each other.</p> <p>It is appreciated that staff cannot always maintain social distancing from young children however staff must be mindful to remain standing as much as possible and if on their level, keep a sensible distance from children's faces. Practice being alongside rather than opposite children you are working with.</p> <p>Staff will remain with their group as much as is practically possible.</p> <p>PPE must be worn for intimate care tasks and administering first aid.</p> <p>There isn't an expectation for staff to wear a mask whilst teaching but must be worn in spaces other than their own rooms and when speaking to parents or visitors.</p> <p>Each group has an allocated toilet and sink, these must be cleaned by each person after use.</p> <p>The staff room is no longer in general use. Staff may deposit and collect personal belongings but must remain in their teaching spaces throughout the day. No more than 3 people to occupy the staffroom at any one time.</p> <p>Staff to leave the building as soon as is practically possible after the school day.</p> <p>Staff meeting to be held 3:45 Monday on Teams if staff cannot attend then leaders will pass on information and weekly email will be sent out.</p>	

		Plans completed and shared with staff 03/01/21	
<b>Staff Team</b>	Decide content and timing of staff communication(s) including if bringing staff in in advance of pupils returning.	Risk assessment/planning documents to be shared with all staff 3/01/2021 prior to the return of the children. Team meeting for all staff to address questions and expectations –Monday 3:45 4/01/2021 Final briefing to ensure all staff are familiar with new procedures.	HT
	Consider options if necessary staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers).	Ensure staffing include: 1 DSL in school at all times A paediatric first aider in each room at all times Minimum staff requirement for adequate ratios required. If this cannot be maintained then the group must close until ratios can be met.	SLT
	Identify any staff who are clinically vulnerable.	There is an expectation that all staff will return to school. Vulnerable individuals should be offered the safest available on-sites roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people this must be carefully assessed and discussed with them to ensure this is an acceptable level of risk – in these cases individual risk assessments will need to be completed.	HT/SBM
	Agree any flexible working arrangements needed to support any changes to your usual patterns (for example, staggered start/end times).	Consideration may be needed for staggered start/end times for children but we will aim to do this within existing contracted hours.	HT
	Agree staff workload expectations (including for leaders).	Staffing groups to be organised to enable comfort breaks as required. Wherever possible, current working days will be adhered to but some flexibility may be required on both sides to meet organisational needs whilst ensuring stringent social distancing can be maintained. Staff groups to take account of PPA allocations and time for teachers to plan for both in school and remote learning if required. All staff will be encouraged to leave the premises as soon as all children have left and resource cleaning has taken place without any mixing of staff.	SLT

	Decide what staff training (either delivered remotely or in school) is needed to implement any changes the school plans to make (for example, risk management, curriculum, behaviour, safeguarding)	Safeguarding leaders- remind staff of protocols for safeguarding children in school and children at home Share risk assessment with all staff. Remind staff of protocol for use of isolation areas and identification of Covid-19 symptoms. All staff to read Government documents included at the top of this risk assessment.	SLT
<b>Protective measures and hygiene</b>	Put in place measures to check on staff wellbeing (including for leaders).	Team Leaders to check with individual staff. HT to check wellbeing of staff members. Share link to Education Support Partnership with all staff: <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a>	HT / SLT
	Ensure effective infection protection and control is in place	Undertake a stock control check to identify if any additional products needed to be purchased prior to 04/01/2021 ie gloves, soap, antibacterial gel, wipes etc  Government testing kits to be added to school stock.  Ensure availability of PPE for when/if a child becomes ill and the 2 metre distance cannot be adhered to advice is to wear fluid resistant surgical masks and eye protection. Aprons, gloves, face masks, face shields, thermometer, anti-bac spray, cloths, wipes, cleaning fluid are all in place in school.	SBM
	Read the guidance on <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc</a> and agree how this will be implemented in school, including agreeing on any necessary updated health and safety policy and risk assessments.	Addendum to H&S policy needed to cover Covid 19	SBM



	<a href="#">s/attachment_data/file/947315/EY_close_contact_actions_document.pdf</a>		
	Make arrangements for personal protective equipment (PPE) supplies needed for intimate care and to administer first aid for any children and for cases where a child becomes unwell with symptoms of coronavirus and need direct personal care until they can return home.	<p>For normal intimate care tasks, staff should wear an apron and gloves provided. No additional PPE is required.</p> <p>Facemasks will be available with first aid kits and in the isolation area. The garden room and the pre-school doorway will be cordoned off to provide a designated isolation area in case a child becomes unwell with symptoms of coronavirus where they can remain under the supervision of one adult until they can return home. A surgical face mask should be worn by the supervising adult and a distance of 2 meters must be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask must be worn by the supervising adult.</p> <p>This level of PPE will be available and stored appropriately in the designated isolation spaces.</p>	SBM
	In case of a member of school community contracting Covid - 19	<p><b>CONFIRMED CASE PROCEDURE</b></p> <p>Send child home and ask parents to obtain a test for the child. If positive the child must remain at home and isolate for 10 days and are well again. If negative the child may return to school once child is well.</p> <p>Individual / family to contact NHS 111</p> <p>Where positive test is confirmed, the rest of their group should be sent home and advised to self-isolate for 10 days. <b>***Continue to check for updates on this***</b></p> <p>The other household members of the group do not need to self-isolate unless they subsequently develop symptoms.</p>	HT /BM /SLT
<b>Pupil wellbeing</b>	Plan wellbeing support for children returning to school; including if needed bereavement support and discuss with local authority what wider support services are available. Work with LA to secure services for additional support and early help where possible (for example, around anxiety, mental health, behaviour, social care, or changes to mobility), and consider how these might apply to children who were not previously affected.	<p>Teachers to consider mental health and well-being curriculum activities as an integral part of the EYFS curriculum.</p> <p>HT to lead on bereavement support- refer to STAR</p> <p>School will make use of support services as identified by the SIS (on FAQs and LA docs)</p> <p>Training undertaken by identified staff to enhance staff knowledge on how to support children and their families.</p>	HT / SLT

<b>Learning</b>	Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support.	Teachers will plan learning activities on a weekly basis one week ahead during their PPA time. If local lockdown occurs all staff will continue to contribute to online content for home learning.	SLT / staff
	Work with your EYSEND and families to identify what provision can be reasonably provided for in line with EHCPs.	HT to liaise with Advisory Teachers and SaLTs. Where children with EHCPs are attending school as much of their normal routine as possible should be provided. Where a child with an EHCP is not attending, school will liaise with the parents to identify an appropriate means of ongoing contact.	HT / SLT
<b>Other considerations</b>	Work with other school based-provision as necessary to ensure policies are aligned where they need to be.	Ensure flexible start/finish times for parents with older children attending local schools. Agreed on an individual basis with parents as required.	HT
	Agree approach to any scheduled or ongoing building works.	Protocols to be put in place for all visiting maintenance staff. All compliance checks to be completed by 8:30 am. No unnecessary visitors will be admitted into school.	SBM
	Check arrangements with suppliers and external agencies and check they are following appropriate social distancing and hygiene measures eg, IT support, food suppliers, grounds maintenance, including when coming into school.	Check with milk provider when contacting them to re-start deliveries. Check nappy and sanitary bin suppliers regarding frequency of changeovers. Liaise with gardeners to complete works outside school opening times.	SBM
	Liaise with Governors regarding plans	Communicate and share plans including risk assessment with GB. Consider whether any communication sent to parents should be sent from/on behalf the GB?	HT

Date completed: 30/12/ 2020

Date agreed by Governing Body: 04/01/2021