

Coronavirus Risk Assessment for Nursery and Early Years

Location/Dept: EYFS	Date Assessed: 25.06.2020	Assessed by: J Whalley
Task/Activity: Dealing with coronavirus	Review Date: As necessary	Reference Number: 1

Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
	Contact with persons suffering from coronavirus	Employees Children Contractors Visitors	<p>If an employee, child or known visitor tests positive for coronavirus, further advice will be sought from the local Health Protection Team. They will take over the risk assessment process from that point. See also the academy 'Protection, Health and Wellbeing Risk Assessment for staff and pupils' for further information.</p> <p>Once symptomatic, all surfaces that the person has come into significant contact with must be cleaned, including:</p> <ul style="list-style-type: none"> All surfaces and objects which are visibly contaminated with body fluids; and All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these will be cleaned using disposable cloths and appropriate sanitisers, according to current recommended workplace legislation and practice.</p>	4/5	4/5	H	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

			<p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> <p><i>Where eligible, employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</i></p>				
Contact with persons who may have been exposed to coronavirus	<p>Employees Children Contractors Visitors</p>	<p>Employees or children who are suspected to have coronavirus are to self-isolate in accordance with the government guidance and academy risk assessments.</p> <p>Whilst in the academy the designated pupil self-isolation room is the soft play room and the designated adult self-isolation room is in the small Speech and Language room next to the new staff room. The appropriate full PPE must be worn by the accompanying adults at all times (see Protection, Health and Well-being RA for further guidance). If the pupil with suspected coronavirus will tolerate wearing a face covering then they should be encouraged to do so where practical.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to self-isolate.</p>	4/5	4/5	H	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>	
Contact with packages (food, stationery, post deliveries) or items handled by persons who may have been exposed to coronavirus	<p>Employees Children Contractors Visitors</p>	<p>All existing risk assessments will be maintained and followed. There is currently no perceived increase in risk for handling post or freight from specified areas.</p>				<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p>	

			Posters promoting good hand hygiene displayed in EYFS.				Control measures will be revised and updated daily at 2pm when the latest government guidance is released.
	Disposal of waste that may be contaminated by a coronavirus sufferer		<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste.</p> <p>Bins outside each classroom for the general disposal of gloves, aprons and masks.</p> <p>PPE can be bagged up and disposed of in general waste bins. But must allow 72hrs before the bins are collected. The virus (if any) will be killed off. This is not considered clinical waste</p> <p>Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste.</p>	4/5	4/5	H	
	Contracting and spreading of infection	<p>Employees</p> <p>Children</p> <p>Contractors</p> <p>Visitors</p>	<p>Children will always be in the same small groups each day, and different groups are not mixed during the day, or on subsequent days.</p> <p>Children will be given the same member of staff and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</p> <ul style="list-style-type: none"> Apparatus and classroom furniture will be spread out as far as possible within the confines of the classroom. Additional tables will be available as 	4/5	4/5	H	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

- necessary in order to adhere to social distancing rules (where practical).
- Maintain and replenish cleaning equipment regularly – request from Site Manager for any cleaning products or PPE (refer to PPE section for necessary protective gear: aprons, gloves, masks and hand sanitiser)
 - Follow manual handling risk assessments for movement of equipment
 - Apparatus is arranged safely with enough space between each equipment in order to adhere to social distancing rules (where practical).
 - Where possible, pupils to have their own personal equipment (e.g. pens, pencils) and store it within their personal trays or bags
 - Disposable plates, cups and bowls to be used for all eating and drinking at snack time and throughout the day and placed in bins immediately once they are finished with
 - Staff and pupils to wash hands and sanitise at regular intervals throughout the day paying particular attention to meal times and transitioning from class to playground and back.
 - There should be no overlap of pupils between playgrounds
 - There will be no additional support sessions (ELSA, sensory sessions, music) taking place outside of the classroom
 - There is to be no pupils accompanying adults around the academy building during the day and only at arrival and departure times
 - The track is to be used for Forest School sessions only. They should not be used by any class unless accessing a session.

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<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>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings>

https://www.foundationyears.org.uk/files/2017/03/EYF_S_STATUTORY_FRAMEWORK_2017.pdf

Basic infection controls should be followed as recommended by the government:

- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Pupils' temperatures will be taken on arrival to the academy, and their hands sanitised before entering the classroom.
- Put used tissues in the bin straight away.
- Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
- Gloves and aprons to be worn at all times when working with pupils. Masks to be worn in addition when attending to personal care. Visors can be used when working with specific pupils who display particular behaviours e.g. spitting
- Hand sanitiser to be available in each room (in use), entrances and exits of buildings, near lunchrooms and toilets.
- Bins available outside each classroom to use for the disposal of gloves, aprons and masks. These should be changed each time an adult leaves the room and returns (e.g. outside to inside, bathroom to classroom).
- Try to avoid close contact with people who are unwell.
- Do not touch your eyes, nose or mouth if your hands are not clean.
- Undertake the Ellis Whittam COVID-19 Daily Cleaning Checklist.
- All frequently-touched surfaces, equipment, door handles, handrails, table tops, play equipment,

			<p>electronic devices (i.e. phones) and toilets will be cleaned thoroughly several times a day.</p> <ul style="list-style-type: none"> • Bathrooms are to be cleaned using the wipes provided after each visit (Pupils and staff) • In the corridors, we will use floor markings to assist staff and pupils with social distancing. • We will ensure that there is no use of communal spaces (kitchen) to prevent mixing, and the use of the outdoor spaces will be staggered to allow all pupils to remain distanced. Facilities will be cleaned between each use and before the use of a different class. No two classes to share any space at the same time throughout the day. • Pupils are to eat within their own classrooms. A designated member of staff to bring the trollies from the lunch hall and staff to then place this back outside the classroom when finished and cleaned away. • Pupils will remain in classes and their outdoors spaces for the day. (No use of the library, light room) as per the guidance for the whole academy. • In order to facilitate cleaning, we will remove unnecessary items from learning environments. • We will remove all soft toys and any toys that are hard to clean, such as those with intricate parts. Where practicable, we will remove soft furnishings, for example pillows, bean bags and rugs. • We will ensure that staff who are symptomatic do not attend work. • All persons are encouraged to frequently wash their hands and practice good respiratory hygiene (Catch it, Bin it, Kill it). This will include posters 				
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and fun activities for children to remind of methods.

- Where possible, staff meetings and training sessions should be conducted virtually, and staff will remain at a safe distance from each other during breaks, including in staff rooms or other staff areas in the setting.
- Staff from EYFS will be allocated to the staff room located near Room 10 and 11
- We will ensure that children are supervised when washing hands.
- We will ensure that there is a good supply of disposable tissues throughout our setting.
- We will reduce contact between parents/transport when dropping off and picking up their children as outlined in the academy Car Park risk assessment
- We will not allow parents or carers into the setting unless absolutely essential and arrange for children to be collected at the pupil entrance/exit door (where possible).
- We will keep windows open as far as possible to ensure ventilation and use outdoor areas as much as possible.
- We will limit external visitors to the setting and ensure that they only come into the building when absolutely necessary.
- We have conducted an audit to determine the availability of staff to work in our setting.
- A face mask/covering should be worn if a distance of two metres cannot be maintained from a child who is symptomatic and awaiting collection. If contact is necessary, then gloves, an apron and a face mask (FFP2) should be worn. If there is a risk of splashing to the eyes, for

example from coughing or spitting, then eye protection will also be worn.

- We will provide instruction and training to staff on infection control, for example putting on, taking off and disposing of PPE.
- Updated emergency contact details are in place for both staff and children.
- We will ensure that all parents and carers understand that if a child has coronavirus symptoms, or there is someone in their household who does, they should not attend our setting under any circumstances.
- We will discuss with the local education authority where we are unable to maintain sufficient group sizes.
- Undertake the Ellis Whittam COVID-19 Contractor Checklist.
- Undertake the Ellis Whittam COVID-19 Vulnerable Persons Risk Assessment.
- Community events/meetings cancelled until further notice.
- Governors/Trustees meetings cancelled / held remotely until further notice.
- Up-to-date emergency contact details held.
- New and expectant mothers risk assessment completed.
- Windows opened to allow ventilation.
- Communication to parents sent out regarding collecting and dropping off children to prevent 'gathering' – weekly parent letter
- Staff advised to bring their own food to work.
- Kitchen follows guidance of social distancing.
- Ellis Whittam's COVID-19 Health & Safety Policy in place.

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| | | <ul style="list-style-type: none"> • Academy’s Protection, Health and Wellbeing Policy for Staff and Pupils in place. • Usage of Ellis Whittam’s COVID-19 Return to Work Form with staff. • Lunch and breaks staggered to minimise social gatherings for children and staff. • Playtimes and outdoor time staggered to minimise gatherings for children and staff. At the end of each play, all equipment, handles and surfaces will be cleaned. • Regular family contact to ensure that children from families with symptoms do not attend. • Adequate supplies of face masks, eye protection, gloves and aprons are available for children who become unwell and need direct personal care, i.e. changing nappies – normal PPE (apron and gloves will be used providing child is not showing symptoms. If symptomatic, they will be sent home). • The usage of play equipment is supervised and cleaned between different cohort groups and never used by mixed cohort groups at the same time. • Flow of children and staff around the building reviewed to enable two-metre distancing to be maintained, where possible (control measures could include one-way systems, floor markers). • Use of outdoor spaces for teaching and learning where possible and practical • Established arrangements are in place between the organisation and transport companies – see Carpark risk assessment • Records maintained of staff/children who have been tested for COVID-19. | | | |
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- Close liaison between families regarding symptoms – the organisation will take temperatures when pupils first enter the academy building
- Usage of Ellis Whittam’s COVID-19 Staff Briefing.
- Refer to the Ellis Whittam Health & Safety FAQ.
- Usage of Ellis Whittam’s COVID-19 Health & Safety Policy.
- Usage of Ellis Whittam’s Health & Safety Questionnaire with staff.
- Usage of Ellis Whittam’s Visitor Declaration.
- We will consider how we will involve parents and carers in planning and agreeing any changes to support, including reviewing EHC Plans.
- COVID-19 training completed.
- An extension of three months has been granted to the expiry of first aid certificates (including paediatric).
- Malleable resources, such as play dough, should not be shared between groups and public health advice is that, as sand pits cannot be thoroughly cleaned between uses, they should not be used at this time. Consider how resources can be used safely and in which circumstances, and which items it might be more practical to remove during this time.
- Plan how outdoor space, where available, can be used as much as possible by a single class, and cleaned as per the guidance between uses.
- Ensure outdoor equipment and toys are appropriately cleaned between uses by different groups.

	<p>Welfare</p> <p>Hand-contact points</p> <p>Poor hygiene and welfare conditions leading to staff discomfort or illness</p>	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Children</p>	<ul style="list-style-type: none"> Toilets to have a regular supply of hot and cold water complete with soap and hand towels. Hand sanitiser available in all required areas. Kitchen area to have a safe supply of mains cold water. Shared kitchen area not to be used by either class. Hand-contact points cleaned daily/where practicable. Toilets and kitchen area to be regularly cleaned using wipes available. Teaching staff to implement controls to prevent overcrowding and ensure, where practical, two-metre social distancing. 	4/5	4/5	H	
	<p>Infection control</p>	<p>Staff</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Children</p>	<ul style="list-style-type: none"> Refer to policy and ensure all staff are aware of its contents and new protocols. Decontamination – following advice/guidance from the Health Protection Team. Refer to guidance and posters (where required). Education poster on COVID-19 to be displayed at the main entrance to the organisation building(s). Ellis Whittam COVID-19 Daily Management Checklist to be used. Staying COVID-19 Secure in 2020 poster in place at reception. 	4/5	4/5	H	

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury/damage/interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury/damage, lost time business interruption, disablement)
5. Very High (fatality/business closure)

Likelihood
1. Improbable/very unlikely
2. Unlikely
3. Even chance/may happen
4. Likely
5. Almost certain/imminent

RISK/PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government	<input type="checkbox"/>	[NAME]	
Reviewed and updated the risk assessment to incorporate any changes to the guidance	<input type="checkbox"/>	[NAME]	
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available	<input type="checkbox"/>	[NAME]	
Identified and implemented the (new) recommended control measures	<input type="checkbox"/>	[NAME]	

SCHOOL ACTION PLAN

Action	Yes	Confirmed by	Comments
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
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