



The Federation of Kintore Way Nursery School and Children’s Centre and the Grove Nursery School



**Risk Assessment September 2021 School Opening**

**Date of Assessment:** 17<sup>th</sup> November 2021

**Completed by:** Deputy Head – Terry Cole

**Who is at risk:** Staff, children, parents, visitors, contractors

**Hazards;** Transmission of Covid-19 through symptomatic/ asymptomatic children and/or adults

Transmission of Covid-19 from contaminated surfaces/resources

PREVENTION			
Activity/ Event/ Environment	Procedures to minimise risks	Risks before Procedures	Risks after Procedures
Staff/ children returning from overseas	Where anyone in the school community returns from countries that require a period of quarantine, they must not be in school and stay at home for the self-isolation period. This will be communicated in all Parent/Staff information/guidance.  Staff planning any trips abroad <b>MUST</b> speak with the Executive Headteacher or another member of SLT before booking flights. Quarantining after a holiday or due to contact with a positive case of Covid-19 on a flight may result in unpaid leave. Circumstances for trips must be discussed with the Executive Headteacher.	H	L
Adults/ children who are unwell	<b>Children and adults who are ill stay at home</b> <b>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, and they are unvaccinated, do not attend school.</b>	H	L

	<p><b>Staff who are feeling ill must still follow sickness absence procedures and speak to a member of SLT as early as possible.</b></p> <p>Ensure that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> or have a positive PCR result in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).</p> <p>If anyone in the school becomes unwell with a new and persistent 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 <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>, which sets out the latest isolation guidance and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</p> <p>If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms if they have not been fully vaccinated.</p>		
Adult/child becomes unwell during the day	<p>If anyone in the school becomes unwell with a new and persistent 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 <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>, which sets out if they should self-isolate and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19).</p>	<b>H</b>	<b>L</b>
Unwell child awaiting collection	<p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be</p>	<b>H</b>	<b>L</b>

	<p>opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs.)</p> <p>Designated areas:</p> <ul style="list-style-type: none"> <li>• <b>Kintore Way- Ocean Room with windows open</b></li> <li>• <b>Grove- Children’s Centre room with all windows open</b></li> </ul>		
Child/Adult Unwell	As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.	<b>H</b>	<b>M</b>
Staff member having contact with an unwell child	<p>Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test). If the symptomatic person subsequently tests positive, the individual will be contact by NSH Track and Traces letting them know if they need to self-isolate.</p> <p>Everyone should wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>	<b>M</b>	<b>L</b>
Need to Isolate	<p><b><i>Self-isolation of contacts of confirmed cases to date</i></b></p> <p>Contacts <b>NOT</b> required to self-isolate</p> <p><u>a. Any contacts which the following apply, will not legally be required to self-isolate:</u></p>		

- i. fully vaccinated and at least 14 days have passed since receiving the recommended doses
- ii. aged under 18 years and 6 months,
- iii. taken part in or currently part of an approved COVID-19 vaccine trial
- iv. not able to get vaccinated for medical reasons

**b. Contacts not required to self-isolate will be advised to have a PCR test.**

- i. If a contact has previously received a positive PCR test result in the last 90 days, they should not arrange to have another PCR test, unless they have developed new symptoms.
- ii. There is no requirement to self-isolate while awaiting PCR test results and so individuals can attend their setting as usual.

c. Contacts aged 4 and under will only be required to take a PCR test if the positive case was someone in their household

***Contacts required to self-isolate***

**a. Any contacts over the age of 18 years and 6 months, that have only received one dose of COVID-19 vaccine or has not been vaccinated, will still be required to self-isolate and follow the points below:**

- i. Any contacts who are in the same household as cases will be advised to self-isolate for 10 days. They should also be advised to take a PCR test asap.
- ii. All other contacts will be advised to self-isolate for 10 days from the last point of contact with the case. PCR testing is advised for all contacts of a confirmed covid-19 case.
- iii. Contacts who are symptomatic will be advised to self-isolate and get tested.
- iv. Symptomatic contacts who do not get tested should remain isolated for 10 days from the onset of their symptoms.
- v. Asymptomatic people who are tested and found to be positive will be advised to self-isolate until 10 days after date of specimen (or re-set the clock to 10 days after onset of symptoms if they go on to develop symptoms). Contact trace from 2 days prior to specimen date to 10 days after.
- vi. Household contacts of contacts do not need to self-isolate

Working from home	If you have been identified by NHS Track and Trace as having to self-isolate and you are well, you will be required to work from home. All other staff are required to attend work as usual. If you have a child who tests positive through a PCR for COVID-19 and need leave for childcare, you will need to discuss this with the Executive Headteacher as to whether you are able to work from home or take unpaid leave if your special leave is already in excess.		
Good Ventilation	<p>Ventilation in school to be a priority – windows and doors to be open when possible and safe to do so. Air conditioning can be used is air is being pulled from outside. If using a centralised ventilation system that removes and circulates air, it is recommended that recirculation is turned off and a fresh air supply used.</p> <p>All fire doors kept closed.</p> <p>As indoor spaces will need to be well-ventilated throughout the year, staff and children should dress appropriately during the colder months. Plastic curtains will be cleaned by the additional cleaner.</p>	<b>M</b>	<b>L</b>
Minimising contact between individuals and maintain social distancing wherever possible (Adults)	<p>Staff are advised to follow the steps below as much as possible to minimise the spread of COVID 19</p> <p>The number of visitors/ parents/ contractors in the building to be limited.</p> <ul style="list-style-type: none"> <li>• Kintore Way: Parents drop children at the doors to their room and leave through the side gate by the Grange pub.</li> <li>• The Grove: Nursery children enter and exit via garden side gate, Moon Class enter and exit via main reception.</li> <li>• late parents are to ring the buzzer at the main entrance, office staff open the door from Office and the room is then called and ask for someone to collect the child.</li> <li>• if you are late collecting your child, you must call the school for arrangements to be made. If you are more than 20 mins late collecting your child you will incur a charge in accordance with our fees policy. The parent is to ring the buzzer and wait for their child to be taken to the front door.</li> </ul>	<b>M</b>	<b>L</b>

All adults socially distance at all times; adults keep 2m distance wherever possible.  
Avoid close face to face contact and minimise time spent 1 metre of anyone.

Lunch breaks are staggered and staff use the staffroom at both schools. Staff can choose to go offsite if not feeling comfortable in the staffroom. Please try and maintain 2-meter distance and minimise face to face discussions.

Staff are responsible for ensuring they adhere to social distancing measures.  
Signage added around the school to remind adults to keep their distance.

If a staff member tests positive for Covid-19 then individuals will be contact by NHS Track and Trace to advise if they have to self-isolate and for how long. all contacts have to self-isolate.

To reduce the risk and the number of staff that may have to self-isolate;

Staff are to use phones and emails as much as possible for communication to avoid face to face communication.

Face to face communication less than a meter apart must be avoided at all times.

Meeting only take place in rooms where staff can sit more than 2 meters apart and are well-ventilated and do not sit directly opposite each other.

Performance management carried out remotely where possible or in the training room at the Grove and Ocean room at Kintore Way.

Staff avoid handing our paperwork to each other and use emailing as much as possible or leave papers down for people to collect.

Staff are asked not to walk home/ to the station etc. together as that is regarded as a contact.

**PLEASE NOTE: FAILURE TO SOCIALLY DISTANCE PUTS YOUR COLLEAGUES AND CHILDREN AT RISK AND THE RUNNING OF THE SCHOOL. ASYMPTOMATIC PEOPLE CAN SPREAD COVID-19.**

<p>Children with SEND</p>	<p>Children with SEND may need specific help. Staff can move between learning areas, schools and classes however they should ensure they maintain as much distance as possible from other staff.</p> <p>Specialists, therapists and clinicians, can provide interventions as usual.</p> <p>No more than two adults and one child can be in the Kintore Way SEND office at the same time.</p> <p>For interventions and small group focus teaching, the following will be followed:</p> <ul style="list-style-type: none"> <li>• Staff wash hands before and after working with children</li> <li>• A space is identified for the intervention to take place and set up with suitable distance apart</li> <li>• All equipment needed for the child is set up in the space before the start of the session</li> <li>• The intervention is provided at a distance whenever possible</li> </ul> <p>After the intervention has finished, the member of staff cleans the area and washes any equipment.</p> <p>For children who have complex needs or who need close contact care, an individual risk assessment will be completed and a specific set of resources allocated where necessary.</p> <p>Children no longer required to shield but who generally remain under the care of a specialist health professional should discuss their care with their health professional before returning to school. Advice from the Royal College of Paediatrics and Child Health:  <a href="#">COVID-19 - 'shielding' guidance for children and young people</a></p>	<p><b>M</b></p>	<p><b>L</b></p>
<p>Cleaning hands</p>	<p>Clean hands more thoroughly than usual.</p> <p>Washing hands with soap and water for 20 seconds is more effective than using hand sanitiser.</p>	<p><b>H</b></p>	<p><b>L</b></p>

	<p>Adults and children clean hands;</p> <ul style="list-style-type: none"> <li>• On arrival</li> <li>• After coughing/ sneezing</li> <li>• After being outside</li> <li>• Before and after eating</li> <li>• After playing with playdough</li> </ul> <p>Adults focus on teaching children to wash their hands properly making sure all areas of the hands are washed and hands are dried with a paper towel. This should happen regularly throughout the day. Children could be taught this with a song to help them remember. Children should be helped to wash their hands properly if they need it. Portable warm water to be used outside if possible. Handwashing info/ songs etc shared with families.</p>		
Using hand sanitiser	<p>Staff have hand sanitiser with them at all times for their own use. Supervision of hand sanitiser use given the risks around ingestion. Children should ideally use soap and water or skin friendly cleaning wipes rather than hand sanitiser.</p>	<b>M</b>	<b>L</b>
Good respiratory hygiene	<p>Staff check that there is a good stock of tissues and bins are regularly emptied. All coughs and sneezes should be caught in a tissue (or in the elbow if there is no tissue) and thrown away in the bin – ‘Catch it, bin it, and kill it’ – and then hands are to be washed.</p> <p>Children (and adults) are actively encouraged not to touch their faces.</p> <p>Posters and teaching materials support children’s understanding of good respiratory hygiene.</p>	<b>H</b>	<b>L</b>
Cleaning	<p>Enhanced cleaning regime is in place in line with <a href="#">COVID19: Cleaning in non-healthcare settings guidance</a>.</p> <ul style="list-style-type: none"> <li>• Frequently touched surfaces are cleaned more often than normal</li> <li>• Staff clean areas they have touched/ used where appropriate</li> <li>• Staff regularly check and ensure toilets are clean and tidy throughout the day.</li> </ul>	<b>H</b>	<b>L</b>

	<ul style="list-style-type: none"> <li>• Hand towels and hand wash are to be checked and replaced as needed by the cleaning staff.</li> <li>• Nappy Bins to be emptied daily by each member of staff. PPE should be worn.</li> <li>• All areas where children play should be monitored and recorded so that staff or cleaners know where and what to clean throughout and at the end of the day.</li> <li>• Bins (inside and outside) to be emptied when needed – especially at the end of each day.</li> <li>• Staff and cleaners to be aware that the virus can last for longer on non-porous surfaces (up to 6 days) whereas it lasts for up to 6 hours on other surfaces, such as fabrics.</li> <li>• Disposable cloths to be disposed of in a lidded bin after cleaning and washable cloths to be changed regularly to prevent cross-contamination.</li> <li>• Rooms to be cleaned thoroughly at the end of the day.</li> <li>• Rooms to be cleaned from the far end systematically so that there is no need to go back into an area that has already been cleaned.</li> <li>• Areas where a staff member has tested positive is deep cleaned as soon as possible.</li> </ul>		
Cleaning contractors	<p>DFE guidance shared with cleaning contractors Ensure correct procedures are followed;</p> <ul style="list-style-type: none"> <li>• Colour coded disposable mops are used</li> <li>• Mop heads are cleaned daily and a clean and dry mop head is used each day (SMB to check with each company their procedures)</li> <li>• Cleaning is monitored by the Premises Manager</li> <li>• Cleaners are reminded to clean pinch points (door handles, light switches , kettle, taps, water fountain , microwave buttons etc.</li> </ul>	<b>H</b>	<b>L</b>
Changing children	<p>KW-Rainforest and River children are changed in their individual room. Children are changed on changing beds. Children to independently use the toilet and change their own clothes if they are able. Children to wash their hands.</p>	<b>M</b>	<b>L</b>

	<p>Adults to maintain cleanliness in the toilets. PPE is only needed for children whose care routinely already involves the use of PPE, or if a distance of 2 metres cannot be maintained from any child displaying coronavirus symptoms.</p> <p>Gloves and aprons are worn, additional PPE including masks and face visors are available for staff who wish to use these.</p> <p>Nappies to be changed from the side or from the head end to prevent urine/faeces being projected onto clothing/PPE.</p> <p>Support in toileting/changing should not be at child level so that adults are not face to face with children, but adults should stand so that they are at a different height.</p> <p>Nappies (and PPE) to be disposed of in the usual way (in yellow bins). Adults to clean area with anti-bacterial spray, dry area and wash hands thoroughly.</p>		
PPE	<p>PPE is worn for;</p> <p>Intimate care</p> <p>More information on PPE use can be found in the <a href="#"><u>safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance</u></a></p> <p>Staff ensure their classroom has plastic gloves, masks, visor, hand sanitiser, wipes, antibacterial spray, powder for cleaning vomit etc.</p> <p>Staff can be provided with a tabard or can provide their own apron to offer an additional layer of protection. Staff are requested to keep a clean spare set of clothes at school.</p> <p>All staff are recommended to have a clean face mask with then everyday.</p>	<b>M</b>	<b>L</b>
Using the computer Using the telephone	<p>Keyboard and mouse and cleaned before and after use</p> <p>Telephones are cleaned before and after use.</p>	<b>M</b>	<b>L</b>

Curriculum	<p><b>All activities are risk assessed</b></p> <ul style="list-style-type: none"> <li>Plan activities to support children with developing attachments to staff and children in their groups.</li> </ul> <p>Focus on prime areas – C&amp;L, PSED &amp; PD PLEASE SEE SEPARATE CURRICULUM RISK ASSESSMENT</p>	<b>M</b>	<b>L</b>
Music, dance, Drama (story scribing) singing	<p>If pupils are playing instruments or singing, they should:</p> <ul style="list-style-type: none"> <li>Do so in small groups with physical distancing</li> <li>Play / sing outside wherever possible</li> <li>Be positioned back-to-back or side-to-side</li> <li>Avoiding sharing of instruments</li> <li>Have good ventilation</li> </ul> <p>Avoid activities that will require shouting – e.g. do not play music loudly that then requires adults to raise their voices to be heard.</p> <p>Avoid playing instruments that are not easy to clean.</p>	<b>H</b>	<b>L</b>
Bringing things from home/School	Parents are encouraged to make attachment boxes to support children’s well-being and settling- these are made at home and kept at school.	<b>M</b>	<b>L</b>
Breakfast and Extended Day	Breakfast club children are taken directly to the room but their parent and have breakfast in their room. Extended day children are taken to Mountain class where there are a rota of staff each week.	<b>M</b>	<b>L</b>
Behaviour	<p>Avoid shouting, use music or an instrument (e.g. bell) as a signal for children to stop talking and listen.</p> <p>The Behaviour Policy and the Home/School Covid Agreement will support behaviour expectations in school.</p> <p>Children will be encouraged to learn and practise good hygiene practises in class.</p>	<b>H</b>	<b>L</b>
Contractors/ visitors	A record will be kept of all visitors, including a contact number, by the office.	<b>M</b>	<b>L</b>

Meetings	Where possible meetings will be conducted via video conferencing. Where this is not possible meetings will be conducted outside, or in a large room large enough to maintain social distance with well ventilation.	M	L
Face coverings	Face coverings are <b>no longer advised for pupils, staff and visitors either in classrooms or in communal areas, however this is still recommended. Face coverings should still be worn, however, on public transport and dedicated transport</b> to a school/setting or college.	M	L
Snacks	<ul style="list-style-type: none"> <li>• Adult washes hands and prepares snack, cutting fruit and making toast, etc. There is no self-service. Children have their own plate which adult puts food onto.</li> <li>• Button on the water cooler is cleaned regularly.</li> </ul>	M	L
Child Protection and Safeguarding	<p>Children will be supported to address the specific issues that may have arisen due to coronavirus, taking into account children's individual needs and circumstances. Key people talk to parents before children starting to find out individual needs and circumstances that may need additional support. The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. Staff are to be alert to harm that may have been hidden or missed while they have not been attending settings.</p> <p>Support provided for mental health, pastoral or wider health and wellbeing support children may need, including with bereavement, and how to support them to transition into the setting after a long period of absence.</p>	H	L
Drop off and collections	<p>Parents will arrive and exit through designated entrances, which is a different entrance other than the main school building door and observe social distancing. Premises staff to check the area each morning for glass, rubbish and other contaminants that need to be removed before the parents arrive.</p> <p>Parents are written to and asked not to park near the new entrance for the safety of children walking.</p> <p>Parents must hold the hand of their children.</p>	H	L

	<p>Any illegal parking will be reported to the Southwark Parking.</p> <p>Late arrivals and collections – parents bring their child to the main office and the room called to collect the child.</p>		
Workforce	Shielding is currently paused from 1 <sup>st</sup> April 2021. Shielding may be re-introduced, however this can only be done by national government.	<b>M</b>	<b>L</b>
CEV Pupils	Clinical studies have shown that children and young people, including those originally considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List, the national database of people considered clinically extremely vulnerable.		
Well-being	<p>SLT are available for discussions with staff and pupils. Communicate to staff and pupils about how to raise concerns or who to go to so they can talk things through. PSED focus in the planning for children and PSED resources used in the classroom. Involve staff in completing risk assessments so they can help identify potential problems and identify solutions.</p> <p>Keep staff, families and children updated on what is happening so they feel involved and reassured.</p> <p>Information about the extra mental health support for pupils and teachers is available.</p> <p>Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools.</p> <p>Access a comprehensive list of accessible and free mental health resources for all ages.</p>	<b>M</b>	<b>L</b>

	<p>Everyone working in education has gone above and beyond the call of duty during the COVID-19 pandemic in continuing to teach a broad and balanced curriculum, and in adapting their institutions to ensure all students and staff can attend safely.</p> <p>The Education Staff Wellbeing Charter was launched earlier this year as a declaration of support for, and set of commitments to, the wellbeing and mental health of everyone working in education. All state funded schools and colleges are invited to familiarise themselves with the charter, and to sign up when it is available in the autumn, as a shared commitment to protect, promote and enhance the wellbeing of their staff.</p> <p>If you need extra help, The Education Support Partnership(ESP) is a charity dedicated to supporting the mental health and wellbeing of education staff in schools and colleges, this includes a helpline you can contact.</p>		
<b>RESPONSE TO INFECTION</b>			
<b>Activity/ Event/ Environment</b>	<b>Procedures to minimise risks</b>	<b>Risks before Procedures</b>	<b>Risks after Procedures</b>
<p><b>Engagement with the NHS Track and Trace Process</b></p>	<ul style="list-style-type: none"> <li>• <b>Book a test</b></li> <li>• <b>Provide details of anyone that they have had close contact with</b></li> <li>• <b>Self-Isolate</b></li> </ul> <p>Staff understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>.</p> <p>Staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• <a href="#">Book a test</a> if they are displaying symptoms.</li> <li>• Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>• <a href="#">self-isolate</a> if they are told to by NHS Track and Trace after having been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul>	H	L

	All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit		
<b>Managing confirmed case of Covid-19</b>	<p><b>London Local Authority Public Health Teams Procedure for Managing Covid-19 Cases in Educational Settings <i>Updated 30/08/2021</i></b></p> <p><i>Schools/settings are no longer required to inform the LCRC/LA Public Health Teams of individual confirmed Covid-19 cases, however, cases should be recorded on a log</i></p> <p>Confirmed Covid-19 cases <b>MUST</b> isolate for 10 days from their first symptoms (or test date if asymptomatic). Anyone who tests positive having taken a PCR test will still need to self-isolate regardless of their age or vaccination status.</p> <p><b>The Senior Leadership Team will follow the procedures for Managing Covid Cases Sept 2021</b></p>	<b>H</b>	<b>L</b>
<b>Record Keeping / log</b>	<ul style="list-style-type: none"> <li>The school will keep a record of pupils and staff in each group of any confirmed cases of COVID-19 as confirmed by a PCR test.</li> </ul>	<b>H</b>	<b>L</b>
<b>Containing an outbreak</b>	<ul style="list-style-type: none"> <li>If the school has 5 or more confirmed cases within <b>14 days</b>, there may be an outbreak, and will work with their local health protection team on additional action.</li> </ul>	<b>H</b>	<b>M</b>

<b>NAME OF THE ASSESSOR: Rebecca Sherwood</b>		
<b>SIGNATURE OF THE ASSESSOR: -</b>		
<b>POSITION OF RESPONSIBLE PERSON: -Executive Headteacher</b>		
<b>Date of planned review:</b> This plan should be reviewed weekly, with updated versions published on the school website.		

Schools should have active arrangements in place to monitor that the controls are:	
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- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice