**COVID-19 ASSESSMENT:**

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| **Actions which apply to all schools opening at the start of the new term -** Schools must use this to COVID-19 readiness for the start of the new term | |
| 1. Schools must refer to the Government Guidance ['Schools COVID-19 Operational Guidance'](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_medium=email&utm_campaign=govuk-notifications&utm_source=984545e4-dd43-40f0-9607-c8616ac7a160&utm_content=immediately) when completing this risk assessment. School leaders should be aware that Govt. guidance is likely to change and that they must review this risk assessment accordingly. 2. A completed copy of this risk assessment should be posted on the school's website. | |
| **Person completing form** (i.e. Headteacher / Premises Manager) | **Joe Knutson, Headteacher** |
| **Date of assessment** | 31/08/2021 |
| **Review date** (add subsequent lines as required) | 30/09/2021 |

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| **How harm can be caused** | **Who can be harmed?** | **Recommended control measures** | **Control measures you will implement / Actions you will take** | **Who will implement** | **When this is needed by** | **Date action complete** |
| **GOOD HYGIENE FOR EVERYONE:** | | | | | | |
| **Poor standard of hand hygiene** – Personnel becoming infected due to poor standards of hand hygiene of others | Children and Staff | Frequent and thorough hand cleaning should be regular practice.  Ensure that staff and pupils can clean their hands regularly with soap and water or hand sanitiser (recommended 70% alcohol).  Display instructive posters. | Children to wash hands regularly as part of the daily routine- on arrival at nursery, before group time, before and after snack or interaction with malleable resources, before going home. | Nursery staff | 06/09/2021 | 06/09/2021 |
| **Poor standard of respiratory hygiene** – Personnel becoming infected due to poor standards of respiratory hygiene of others | Children and Staff | The ‘catch it, bin it, kill it’ approach should be promoted.  Display instructive posters.  Promote the importance of staff and pupils carrying tissues with them.  Have spare tissues available.  Provide bins for the disposal of soiled tissues.  Encourage good hand hygiene.  Ensure bins are regularly emptied / disposed. | Tissues to be available throughout the nursery environment (in each workshop area). Staff to talk to children about catching their coughs. | Premises Manager to ensure tissues are available. Nursery Staff to support children in developing good hygiene routines. | 06/09/2021 | 06/09/2021 |
| **Lack of Personal Protective Equipment (PPE)** - Personnel exposed to infection – Required if a pupil has routine intimate care that requires staff to use PPE and if a pupil displays COVID-19 symptoms and close contact is required and when performing aerosol generating procedures (AGPs) | Staff | Keep a supply of PPE for occasions where it is required. Including: -  Disposable gloves.  Disposable plastic apron.  Fluid repellent surgical mask.  Eye protection - where there is risk of eye contamination from respiratory droplets or from splashing of secretions.  Additionally for AGPs: -  Long-sleeved disposable fluid repellent gown.  FFP3 Respirator.  Provide face fit testing for FFP3 masks (usually undertaken annually over summer or very early autumn to ensure completed before winter).  Provide training on how to put-on, remove and dispose of used PPE.  Provide arrangements for disposal of PPE. | PPE equipment available at changing stations and in School office. | Business Manager to ensure sufficient stock. | 06/09/2021 | 06/09/2021 |
| **MAINTAIN APPROPRIATE CLEANING REGIMES, USING STANDARD PRODUCTS SUCH AS DETERGENTS:** | | | | | | |
| **Poor cleaning regimes** – Personnel exposed to infection from transferring contamination on touched surfaces to nose/mouth | Children and Staff | Arrange a regular cleaning schedule (e.g. twice per day) of frequently touched surfaces (i.e. surfaces which are touched by several people, e.g. door handles).  Arrange/enable cleaning of shared equipment. | Each workshop area in Nursery School and Orchard Room to have appropriate cleaning resources. Staff to wipe down frequently touched surfaces at the end of each session. Shared equipment to be cleaned at the end of each day. | NS/OR Staff | 06/09/2021 | 06/09/2021 |
| **KEEP OCCUPIED SPACES WELL VENTILATED:** | | | | | | |
| **Poorly ventilated occupied indoor spaces** – Increased risk of infection via higher concentration of contaminated droplets in the air | Children and Staff | Identify poorly ventilated occupied indoor spaces.  Take steps to improve fresh air supply to those spaces.  Minimise occupant numbers who are using hard to ventilate spaces.  Purge spaces when they are unoccupied.  If using Co2 detectors to measure fresh air supply rate, refer to the levels given in the [HSE](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm) and [CIBSE](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown#1) guidance and seek the advice of a building services engineer on what type of Co2 detector to use and how to use one.  If Co2 levels remain above the [HSE](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm) and [CIBSE](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown#1) advisory levels in an occupied indoor space, consider: -   * Maximising window and non-fire door opening; * Increasing air purging opportunities; * Reducing occupancy numbers in affected spaces; * Reducing occupancy time in affected spaces; * Using air cleaning and filtration units (see [HSE](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm) and [CIBSE](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown#1) guides and seek the advice of a building services engineer).   Balance the need for increased ventilation while maintaining a comfortable temperature.  **Note: Maintenance of either ventilation or temperature levels must not be by the practice of propping open fire doors unless those fire doors are fitted with hold-back devices which are directly linked to and released by the building’s fire alarm system.** | Windows to be opened before the start of the session. Depending on outdoor temperature, windows to remain open through the session. In colder weather, windows to be opened for short periods | Premises Manger to open windows around the building as part of daily routine. Staff to manage windows through sessions. | 06/09/2021 | 06/09/2021 |
| **FOLLOW PUBLIC HEALTH ADVICE ON TESTING, SELF-ISOLATION AND MANAGING CONFIRMED CASES OF COVID-19:** | | | | | | |
| **An individual develops COVID-19 symptoms or has a positive**  **test –** Personnel exposed to increased risk of infection from symptomatic/positive person | Children and Staff | Brief and remind staff and pupils to not come into school if they have C19 symptoms, have a C19 positive test result or other reasons requiring them to stay at home due to C19 (e.g. they are required to quarantine).  Have arrangements for anyone in the school who develops C19 symptoms to be sent home (avoiding public transport) and told to follow [public health advice](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/).  Have arrangements in place to isolate a C19 symptomatic person while awaiting collection (consider ventilation and PPE if this person cannot be left alone and room cleaning after they have left).  Brief and remind staff and pupils that, if anyone in their household is a possible or confirmed C19 positive, that they [should not attend school.](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) | If children or staff test positive they need to remain away from nursery for 10 days from onset of symptoms. Inform families and staff of the continuing need to stay away if they have C19 symptoms (remind families of symptoms). Inform families and staff of procedures following a positive PCR test. If a member of staff develops symptoms they will leave work and get a PCR test. If a child develops symptoms families will be called to collect them and they will wait for collection with a member of SLT (PPE should be worn, and touched surfaces wiped down once the child has been collected). | Headteacher to email Staff and families regarding procedures. | 02/09/2021 | 02/09/2021 |
| **Asymptomatic testing** – Personnel exposed to increased risk of infection from symptomatic/positive person | Children and Staff | Brief and remind staff and pupils to continue twice weekly home testing up until the end of September 2021.  Secondary schools only - Retain a small asymptomatic testing site (ATS) on-site  until further notice so they can offer testing to pupils who are unable to test themselves at home.  Secondary schools only – Ensure arrangements are in place to test year 7 pupils at the ATS at the start of the autumn term. | Encourage staff to continue with twice-weekly LFD tests. | Headteacher to email staff | 02/09/2021 | 02/09/2021 |
| **Confirmatory PCR tests -** Personnel exposed to increased risk of infection from symptomatic/positive person | Children and Staff | Brief and remind staff and pupils with a positive LFD test result to self-isolate in line with the [stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) and to get a free PCR test to check if they have COVID19 (they should continue to self-isolate while awaiting the result). | Remind staff of procedure following a positive LFD test. | Headteacher to email staff | 02/09/2021 | 02/09/2021 |
| **Clinically Extremely Vulnerable (CEV on Shielded Patient List) attending school –** CEV pupils at increased risk of a poor outcome if exposed to infection  See [Govt. guidance](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19) | Children | Remind CEV pupils that they should attend their education setting unless they are under paediatric or other specialist care who have been advised by their GP or clinician not to attend (see [supporting pupils at school with medical conditions](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3)).  Staff members who are in the CEV category may return to school but school leaders should take account of this in their Staff / Volunteer Assessment (see previous assessment page). | Check whether we have any CEV children attending (keyworkers to enquire at ‘home visit’). If so, meet with families to discuss their concerns and complete an individual risk assessment. | Admin team to identify any children in this category. SLT to meet with families as required. | 30/09/2021 | Click or tap to enter a date. |
| **Contractors and others visiting the school** – Contractors and other visitors not adhering to the school’s C19 measures and risking cross-infection | Children and Staff | Provide contractors and other visitors with information about the school’s C19 control measures and ways of working. | Information sheet to be displayed by signing in book at Reception informing visitors of protocols (encourage social distancing from adults, option to wear a mask). | Business Manager to produce information sheet | 06/09/2021 | 06/09/2021 |
| **OTHER CONSIDERATIONS:** | | | | | | |
| **Face coverings** - Personnel exposed to increased risk of infection from symptomatic / positive person | Children and Staff | Currently, there is no national requirement for pupils, staff and visitors either in classrooms or in communal areas to wear face masks. However, Director of Public Health has advised that head teachers may wish to consider their continuing use in specific circumstances, e.g. in response to cases; this includes public transport and dedicated transport to school.  The Director of Public Health may order the reinstatement of face coverings if there is an outbreak. | Make Staff, families and visitors aware that mask wearing is an option for individuals. Families and visitors to be encouraged to wear a mask if they can when entering the building. | Headteacher to email staff and families. | 02/09/2021 | 02/09/2021 |
| **Pupil wellbeing and support** - Pupils experiencing emotions in response to the C19 pandemic, such as anxiety, stress or low mood | Children | Refer to sources of support on [promoting and supporting mental health and wellbeing in schools](https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents). | Staff to be alert to children’s well-being. Keyworkers to develop trusting relationships with children, giving space for them to talk about their feelings as needed. | Staff | 06/09/2021 | 06/09/2021 |
| **Educational visits** - Personnel exposed to increased risk of infection | Children and Staff | If educational visits are to be undertaken, refer to the Govt’s [general guidance](https://www.gov.uk/government/publications/health-and-safety-on-educational-visits) which is supported by specialist advice from the [Outdoor Education Advisory Panel (OEAP)](https://oeapng.info/). | Beach School visits to be reviewed in October. | SLT to review prior to half term. | 08/10/2021 | Click or tap to enter a date. |
| **Extra-curricular activities -** Personnel exposed to increased risk of infection | Children and Staff | Refer to the Govt. guidance [for providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-holiday-and-after-school-clubs-and-other-out-of-) | Breakfast and Tea sessions to continue. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |
| **School transport** - Personnel exposed to increased risk of infection | Click or tap here to enter text. | Contact your transport provider to find out what measures they are taking on transport from the autumn term 2021.  Consider what the PPE requirements are for passenger assistants.  Refer to [Govt. guidance](https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020). | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. |
| **Outbreak Management Plan** - If you have several confirmed cases within 14 days, you may have an outbreak | Click or tap here to enter text. | Refer to the Govt’s [Contingency framework: education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings/contingency-framework-education-and-childcare-settings) and draw up outline plans to respond to an outbreak.  For schools that subscribe to The Key, there is an [Outbreak Management Plan](https://schoolleaders.thekeysupport.com/covid-19/plan-reopening/coronavirus-outbreak-management-plan/?marker=taxmostpopularmodule) template available to members. | SLT to produce an Outbreak Management Plan. | SLT | 10/09/2021 | 06/09/2021 |