

## Risk Assessment

<b>A</b>	<b>Date:</b> 8 <sup>th</sup> November 2021	<b>School:</b> Everton Nursery School and Family Centre	<b>Team:</b> Education	<b>Location:</b> Everton Nursery School and Family Centre, Spencer Street.
	<b>Review Date:</b> monthly	<b>Ref:</b> EV/RA55a	<b>Assessor:</b> Dr. Lesley Curtis OBE and Paul Ashton	<b>Headteacher:</b> Dr. Lesley Curtis OBE

<b>B</b>	<b>Assessment of Risk for:</b> Protection from transmission of COVID-19 from the 8 <sup>th</sup> November 2021. The Governors of Everton Nursery School and Family Centre give their full support to this Risk Assessment as a Preventative Strategy to keep all staff and children safe.
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<b>C</b>	List Hazards Here	List Groups of People at Risk	List Existing Controls	Risk Level
1	COVID-19: General	Staff Pupils Visitors Contractors	<p>All staff are competent, kept informed and instructed with regard to the procedures in place for the protection against infection from the virus and recent variants.</p> <p>There is adequate supervision, where required, to ensure procedures are correctly adhered to.</p> <p>Reference School infection control risk assessment, as required: <b>EV/RA55</b></p> <p>Pupils and staff who are symptomatic and test <b>POSITIVE</b> will be requested to isolate as part of Everton Nursery School/Children's Centre procedures. <b>Children who are symptomatic and waiting a Covid19 Test MUST NOT attend school or come onto the site and premises.</b> Children can only return to school when their test is <b>NEGATIVE.</b> Children with parents exhibiting symptoms and awaiting a Covid19 Test <b>MUST NOT attend school or come onto the site and premises</b> and will be requested to isolate as part of Everton Nursery School/Children's Centre procedures. <b>Parents can only return to the site and premises when their test is NEGATIVE.</b></p> <p>The Leadership Team will continually review all of the following applicable individual risk assessments where relevant:</p> <ul style="list-style-type: none"> <li>• New and expectant mothers</li> <li>• Extended duty of care</li> <li>• Well-Being</li> </ul>	<p>L</p> <p>L</p> <p>L-M</p> <p>L-M</p> <p>L</p>

			<p>The Leadership Team will regularly update and inform staff re government guidance regarding COVID-19 controls required via email and staffroom noticeboard.</p> <ul style="list-style-type: none"> <li>Gov.uk <a href="http://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></li> <li>Gov.uk Public Health England <a href="https://www.gov.uk/government/organisations/public-health-england">https://www.gov.uk/government/organisations/public-health-england</a></li> <li>Health and Safety Executive <a href="https://www.hse.gov.uk/">https://www.hse.gov.uk/</a></li> </ul> <p>Referring to the following guidance and publications, as applicable:</p> <ul style="list-style-type: none"> <li>HSE COVID19 latest information and advice</li> <li>HSE Working safely during the coronavirus guide</li> <li>Government guidance COVID-19: guidance for schools COVID-19</li> <li>Government publication COVID-19: cleaning in non-healthcare settings</li> <li>Government publication Best Practice: how to hand wash</li> <li>Government guidance for food business on Coronavirus (COVID-19)</li> <li>Government guidance COVID-19: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</li> </ul> <p>Due to the changing advice on COVID-19, the Leadership Team should ensure they review safe working procedures and protocols regularly, until such time when it is unnecessary.</p> <p><b>Staff to undertake twice weekly home tests (Sunday and Wednesday) whenever they are due on site until the end of December when advice will be reviewed. Staff to undertake additional home tests if Covid symptoms emerge before Sunday and Wednesday. Staff to book a PCR test if home test is POSITIVE.</b></p> <p>There is an adequate supply of disposable PPE, as per specific task requirements, and all staff provided with instruction in the correct use and fitment:</p> <ul style="list-style-type: none"> <li>Public Health England and NHS YouTube video, COVID-19: putting on and removing personal protective equipment (PPE) – a guide for care homes</li> </ul> <p>PPE provided, as required following specific current guidance for the protection of COVID-19 detail type and standard, as applicable:</p> <ul style="list-style-type: none"> <li>Disposable half face masks and visors</li> <li>Disposable gloves</li> <li>Disposable aprons</li> <li>Where personal care is to be provided eye protection/surgical face mask for First</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
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			<p>Aid.</p> <p>All used PPE should be double bagged and disposed of appropriately – store safely and securely for at least 72hrs before disposing via the normal waste stream.</p> <p>All staff informed that hands should be washed regularly as per Government guidance.</p> <p>Pupils regularly reminded, in age appropriate ways, that hands should be regularly washed as per Government guidance.</p> <p>Additional personal storage (for example pool changing rooms) for change of clothes for staff due to alternative travel getting into work e.g. cycling, walking.</p> <p>Staff, parents and carers kept informed via email ParentMail and website regarding start finish times and any new drop off and collection points.</p> <p>Staff kept informed via email, online meetings <b>via Zoom</b> and telephone for example.</p> <p>Signage around school encouraging staff and pupils to maintain good hand hygiene.</p> <p>School encourages good respiratory hygiene by promoting 'catch it, bin it, kill it'. Posters displayed in prominent areas and toilets.</p> <p>Post-incident de-briefing carried out for anyone involved in an incident of suspected contamination, with the aim of providing support and preventing incident recurrence. Further support provided to all staff members affected by the incident.</p> <p>All incidents reported to the Health and Safety Unit as per the school accident and incident reporting procedure using the LCC online accident and incident report form.</p> <p>Reference made to HSE guidance for reporting under RIDDOR:</p> <ul style="list-style-type: none"> <li>• HSE RIDDOR reporting of COVID-19</li> </ul>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
2	COVID-19; General school environment	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p><b>Spencer class pedestrian and vehicle school gates open to children and parents in Spencer Street. Cresswell and Heyworth class children and parents to enter Nursery School via the Forest School gate and walk along the path at the back of the building to the drop off point for Cresswell and Heyworth which are at staggered times on entry and exit. Parents are asked to keep their children safe from road traffic by asking their child</b></p>	

		Contractors	<p>to walk against the school fence and for the parent to walk on the outside of their child on the kerbside.</p> <p>School first aid risk assessment reviewed, as required re <b>19/05/21</b></p> <p>School entry control system reviewed and appropriate steps taken e.g. hand sanitiser located at entrance for staff/visitors to cleanse hands after use, wipes available to cleanse keypads, pens and touchscreens.</p> <p>Hand sanitizer stations located at:</p> <ul style="list-style-type: none"> <li>• Entrances to building</li> <li>• Staff rooms</li> <li>• Toilets</li> <li>• Changing areas</li> <li>• Training Rooms</li> </ul> <p>Face masks are now personal choice and no longer need to be worn, however school may advise staff and/or pupils to wear a face mask on entering the school/centre, in crowded corridors, poorly ventilated areas or areas where close contact with others is unavoidable.</p> <p>Signage installed to various areas of the building reminding people to wash hands regularly, in line with Government guidance.</p> <p>Staff verbally reinforce controls in corridors and foyer where necessary.</p> <p>Wipes and cleaning materials available in staff rooms for staff to clean regular contact points e.g. kettle, taps etc.</p>	L L L L L L L
3	COVID-19: School reception and offices	Pupils Visitors Contractors	<p>Staff are requested to send information electronically to avoid the use of internal mail services.</p> <p>All returned visitor passes, keys or fobs are kept stored separately from other items and cleaned and sanitised before reissue.</p>	L L

			<p>Windows will be opened where practical, to encourage as much natural ventilation as possible</p> <p>Staff to clean and sanitise their workstation (including chair arms) at the beginning and end of their daily shift. Additional cleaning stations are to be provided for staff to use and replenished as required.</p> <p>Telephones not to be shared. If this is not possible, phones to be cleaned regularly. Staff should transfer calls rather than pass handsets to colleagues. Where this is not possible, callers are provided with an alternative number to call back.</p> <p>The use of copiers, printers and shredders is for essential school use only. Where it is essential to use such devices, they should be cleansed after each use. Appropriate signage is installed to advise users accordingly and cleaning materials are available.</p>	L L L L
4	COVID-19: Meetings	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Attendance at meetings is limited to those essential attendees only. Critical information is cascaded to other staff.</p> <p>Wherever possible, meeting rooms should be adequately ventilated with external windows opened during meetings.</p> <p>Whole school meetings (e.g. inset day) to be held in as large a space as possible to allow for adequate distancing of attendees:</p> <ul style="list-style-type: none"> <li>Attendees encouraged to take LFT test on the morning of the meeting prior to attending.</li> <li>If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged.</li> </ul> <p>Meeting room users advised not to share equipment during meetings i.e. pens, stationery etc. Attendees to remove all items following the meeting.</p> <p>Meeting room users to wipe down surfaces (including any buttons on IT equipment and remote controls) following meetings. Additional cleaning materials will be provided in all meeting rooms for use by staff and replenished as required.</p> <p>Meetings to take place promptly and conclude fully in the meeting room to avoid</p>	L L L L L L L

			<p>attendees congregating in adjoining areas prior to and following meetings.</p> <p>Meeting room should be aired thoroughly on completion of the meeting e.g. opening windows fully.</p> <p>Parent group meetings:</p> <ul style="list-style-type: none"> <li>• Parent group meetings to be held in as large a space as possible to allow for adequate distancing between attendees.</li> <li>• If adequate spacing between attendees cannot be achieved, the wearing of face coverings is encouraged.</li> <li>• School/centre encourages the use of outdoor space for parent groups where appropriate.</li> <li>• Indoor parent groups numbers are restricted appropriate to room size etc.</li> </ul> <p>Attendees encouraged to take LFT test on the morning of the parent group prior to attending.</p>	L L
5	COVID-19: Classrooms	Staff Pupils	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own which are not shared.</p> <p>Cleaning of hands is encouraged when changing classrooms for different activities.</p> <p>Classroom windows will be opened, where practical, to encourage as much natural ventilation as possible.</p> <p>Classrooms should be aired thoroughly when empty e.g. opening windows fully.</p>	L L L L
6	COVID-19: Dining areas	Staff Pupils	<p>Dining room tables and chairs will be wiped down between sittings.</p> <p>Dining room windows will be opened to allow natural ventilation.</p>	L L

7	COVID-19; Cleaning	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>All cleaning staff are experienced and have received appropriate training and undertake lateral flow tests on Sundays and Wednesdays.</p> <p>Any new cleaning products brought on site in response to the current COVID-19 pandemic will have a COSHH risk assessment undertaken prior to use.</p> <p>Cleaners have appropriate PPE in line with COSHH risk assessments</p> <p>Classroom play equipment wiped down and cleansed at the end of the school day and between activities where possible.</p> <p>Cleaning undertaken in line with Government publication COVID-19: cleaning in non-healthcare settings.</p> <p>School/centre will be fully cleaned at the start/finish of each school day.</p> <p>Cleaners on site throughout the school/centre day and regularly touched items such as door handles, handrails etc. will be regularly wiped down and cleaned.</p> <p>Classrooms where a pupil or staff member has become symptomatic during the school/centre day will be deep cleaned along with other areas the person may have been.</p>	<p>L</p> <p>L-M</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>
8	COVID-19; Ventilation	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Staff are encouraged to open windows and doors (not fire doors) to encourage as much natural ventilation as possible.</p> <p>When leaving a classroom empty, windows should be opened fully to purge the room then left ajar when the room is re-occupied.</p> <p>Mechanical ventilation systems are adjusted to increase the ventilation rate; full fresh air or if this is not possible, operated as normal provided they are within a single room.</p> <p>Mechanical ventilation systems are maintained in accordance with manufacturer's instructions.</p> <p>Desk type fans can be used to promote fresh air flow from an open window.</p> <p>Fans should not be used in poorly ventilated areas.</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>

			<p>Prior to the receipt of CO2 monitor re Government roll out: potentially poorly ventilated areas identified, including all areas where people work/teach and have large groups within, that have no mechanical or natural ventilation.</p> <p>Steps taken to improve ventilation or reduce occupancy/use of the area:</p> <p>Leaders to be aware of any poorly ventilated rooms and detail controls taken to reduce risk e.g.</p> <ul style="list-style-type: none"> <li>• Limit numbers entering and working within</li> <li>• Reduce time spent in area</li> <li>• Door kept open whilst within and left open when leaving to air room (unless fire door)</li> </ul>	<p>L-M</p> <p>L</p> <p>L</p>
9	COVID-19; Pupils and staff who become symptomatic during the school day	<p>Staff</p> <p>Pupils</p> <p>Visitors</p> <p>Contractors</p>	<p>Pupils and Staff who become symptomatic during the school/centre day will be isolated from the rest of the pupil/staff group into the Family Learning Room and their parents (pupils) will be called to come and collect them. Staff will be sent home to self-isolate/follow public health advice if LFT on-site tests <b>POSITIVE</b>.</p> <p>If a symptomatic pupil is awaiting collection, appropriate PPE should be used if close contact is necessary.</p> <p>Any areas, items and surfaces the symptomatic person has come into contact with should be thoroughly cleaned as soon as possible.</p> <p>Symptomatic pupils and staff are advised to engage with NHS Test and Trace and get tested and to follow the current advice.</p> <p>Staff and pupils with a <b>POSITIVE</b> LFT test result are asked to self-isolate in line with COVID-19 guidance for household with possible coronavirus infection. <b>A PCR test will be required to check the LFT test result.</b></p> <p>If PCR test is taken within 2 days of the positive LFT test, and is negative, it overrides the LFT test and they can return to school/centre, as long as they are not symptomatic.</p> <p>School (Headteacher) to complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a></p>	<p>L-M</p> <p>L-M</p> <p>L-M</p> <p>L</p> <p>L</p> <p>L</p>

			School (Headteacher) to contact local authority SPOC team if they have a positive case. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response.	L
10	COVID-19; Outbreaks	Staff	School/centre has an outbreak management plan covering the possibility that bubbles and all previous social distancing controls may be reintroduced locally due to raised COVID cases locally.	L
		Pupils		
		Visitors	School to complete online MDS form if there is a confirmed case associated with their setting <a href="https://www.smartsurvey.co.uk/s/covid-19-schools/">https://www.smartsurvey.co.uk/s/covid-19-schools/</a>	L
		Contractors	School should contact local authority SPOC team if they have outbreak concerns. They will liaise local health protection team where necessary and advise if any additional action is required, such as implementing elements of your outbreak management plan. Further advice is available through the DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response	

**Risk Level: High:** Accident likely with possibility of serious injury or loss  
**Medium:** Possibility of accident occurring causing minor injury or loss  
**Low:** Accident unlikely with control measures in place

<b>D</b>	<b>Controls</b> (Ser N° to correspond with Hazard Ser N°)	<b>E To be completed by the Manager</b>			
Ser N°	<b>Additional Controls Required</b>	<b>Action to be Taken</b>	<b>By Whom</b>	<b>Target Completion Date</b>	<b>Task Completed (Signed &amp; Dated)</b>
1					

<b>F</b>	<p>Once additional controls are implemented, what will the overall risk level be:</p>	<p>Risk assessment signed off by: Lesley Curtis</p>
	<p style="text-align: center;"> <b>High</b>                      <b>Medium</b>                      <b>Low</b> </p>	<p>Signature: <i>L. Curtis</i></p> <p>Date: 8/11/2021</p> <p><i>Please note an electronic signature will suffice.</i></p>