

## Rachel Keeling Nursery School – Health & Safety Risk Assessment COVID-19

<b>Description of Activity</b>	Opening the school more fully following a national lockdown due to coronavirus.		
<b>Location</b>	Rachel Keeling Nursery School		
<b>Completed by</b>	Becky Dolamore (Head teacher) Rebekah Lattin-Rawstrone (Chair of governors)		
<b>Date of Assessment</b>	24 May 2020	<b>Review Date</b>	On-going*

### Introduction

The Government has said that schools can reopen after Monday 1<sup>st</sup> June and has issued guidance. The head teacher and governing body of Rachel Keeling Nursery School have a responsibility for following national and local health and safety guidance and carrying out relevant risk assessments to ensure they create safe working environments, but they are not responsible for Government policy or accountable for the outcomes if it is followed.

### The local authority position on Friday 15<sup>th</sup> May 2020

Christine McInnes: *'We have been continuing discussions with school leaders and the unions about the Government's announcement and the expectation of schools from Monday, 1 June 2020. From the LA's perspective, there is not an expectation that schools will be open for all children in years 6, 1 and Reception from that date and that school leaders will make a judgement about their own school. We are committed to working with you and the school workforce unions to find a realistic and safe phased approach to reopening over a period of time. The position is very fast moving and there are likely to be further development by the time we meet next week' (Head teachers' bulletin)*

**All up to date documentation and guidance was used in the compiling of this risk assessment.** Any subsequent documentation will be considered and this assessment altered if necessary.

### Legal liability and insurance

The school is ***not*** currently covered by insurance for legal liability related to coronavirus.

<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.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

### Cleaning and fire safety preparation before we can re-open the sites:

- Review Fire Evacuation, Assembly Points and Fire Drill Procedures – **completed by Becky**
- Review sufficient number of fire marshals on site each day to coordinate evacuation – **will be factored into rotas and discussed with all staff w/c 1 June**
- Check 2.3m per child

- Carry out fire drill to ensure everyone has practiced new procedures – w/c 8 June
- Review the allocation of first aiders, as per ratio - will be factored into rotas and discussed with all staff w/c 1 June
- Deep cleaning around the school incl kitchen area – during half term week
- Identification of surfaces/equipment that will require robust / increased levels of cleaning – will be completed w/c 1 June
- Complete a thorough review of cleaning supplies and materials – completed half term
- Review if additional catering and cleaning hours are required to accommodate the staggering rota - will be completed w/c 1 June
- Remove unnecessary furniture from classrooms and offices - will be completed w/c 1 June
- Remove unnecessary equipment that will be difficult to keep clean ie soft toys, sensory space etc... - will be completed w/c 1 June
- Remove resources, stripping back resources in base rooms - will be completed w/c 1 June
- Agree core experiences for each room and prepare resources - will be completed w/c 1 June
- Review suppliers/service provisions to identify the priorities ie grounds maintenance, compliance whilst maintaining social distancing - ongoing
- Pam to check sourcing: adhesive hazard tape, no adhesive tape, lids for bins, pedal bins for toilets, dispensers for hand gel for key points and anti bac spray – Pam and Becky have actioned. All deliveries coming to school on 1 June (and some to Glenn on Saturday 30 May)
- Glenn to check stock levels of toilet paper, tissues, disposable gloves, hand towels – completed 18 May and adequate provisions in stock for remainder of the term
- Staff to complete Survey Monkey Risk Stratification by Monday 1 June
- **The Main Symptoms of Coronavirus are – high temperature, a new, *persistent* cough, loss of (or change to) your sense of smell or taste.**

**Risk assessment – Note: All hazards listed relate only to health and safety.**

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
School Staff not maintaining 2m distance where it is reasonably possible.	<p><b>All LBTH employees</b></p> <p><b>Spread of coronavirus</b></p>	<ul style="list-style-type: none"> <li>▪ Review whether necessary to stagger start/finish times to reduce crowding in and out of premises.</li> <li>▪ Only one admin staff in office.</li> <li>▪ Provide hand sanitation at entry and exit points.</li> <li>▪ Review office layout in premises to ensure 2m distance could be met</li> <li>▪ Reconfiguring seating and tables to maintain spacing and reduce face to face interactions.</li> </ul>	MED	<ul style="list-style-type: none"> <li>▪ Offices to be used by just <b>one person</b> and other rooms used as offices where needed.</li> <li>▪ Monitored use of corridors.</li> <li>▪ Staff allocated to a toilet and toilet areas to be entered by just one person at a time.</li> <li>▪ Using floor tapes or paints to mark areas to help staff maintain 2m.</li> <li>▪ Telephones or email to be the main source of communication between adults.</li> <li>▪ Staff to have separate entrance to the building from children.</li> <li>▪ The Wedge and Parent’s Room can be used alongside staff room as well as the garden for breaks if needed.</li> <li>▪ The school split into 2 zones to limit the movement of staff.</li> <li>▪ All non-essential external visitors that are not involved in essential maintenance, safeguarding or health &amp; safety <b>stopped</b> from entering building.</li> <li>▪ No gatherings, staff meetings or training in person (any necessary discussions to be held in garden and some meetings via Zoom)</li> <li>▪ No visitors permitted into office – registers posted under the door by adults.</li> <li>▪ Admin staff may opt to wear mask, gloves and keep windows open.</li> </ul>		
Parents not maintaining 2m distance with each other or with school staff where it is reasonably possible.	<p><b>All LBTH employees and parents</b></p> <p><b>Spread of coronavirus</b></p>		MED	<ul style="list-style-type: none"> <li>▪ Parents are not to be allowed onto the school site <b>for any reason.</b></li> <li>▪ All communication with the office should be by telephone or email and <b>not</b> in person.</li> <li>▪ Pick-up and drop-off points are to be staggered for each class.</li> <li>▪ Garden gate and front door drop off points – no families allowed on site.</li> </ul>		

				<ul style="list-style-type: none"> <li>Parents and carers are asked to come to school on their own where they can, not with extra family members that do not attend the school.</li> <li>Signs are used outside the school entrances to keep parents 2m apart.</li> </ul>		
<p>Teaching staff and children not maintaining a 2m distance.</p> <p><b>Government guidance states: ‘We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.’</b></p> <p><b>Government guidance states that: ‘Wearing a face covering or face mask in schools... is not recommended’.</b></p> <p><b>Government guidance is that face masks should not be worn and PPE used in only a very small number of cases.</b></p> <p><b>Note: Transmission rates between children and from children to adults is currently a national issue and teaching unions are asking the government for their evidence base.</b></p>	<p><b>Teaching staff and children</b></p> <p><b>Spread of coronavirus</b></p>		<p><b>HIGH</b></p>	<p>Government advice is based around mitigating the impact of the risk, not reducing the chances of the risk materialising:</p> <ul style="list-style-type: none"> <li>Avoiding contact with anyone with symptoms.</li> <li>Frequent hand cleaning and good respiratory hygiene practices.</li> <li>Regular cleaning of spaces.</li> <li>Minimising contact and mixing.</li> <li>No more than 15 children in a group.</li> <li>Ensure parents are advised to keep children with any symptoms at home.</li> <li>Ensure staff who are symptomatic do not attend work.</li> </ul> <p>In addition to these steps we will need to:</p> <ul style="list-style-type: none"> <li>Disband classes as we know them now and put children into groups – ‘bubbles’. The bubbles will have up to three adults with them and will not mix with other bubbles/staff.</li> <li>A maximum of 15 children in each bubble.</li> <li>Garden time and toilet time will be staggered</li> <li>Lunch will be ‘packed lunch or airplane style trays’ in classrooms or in the playground (weather permitting).</li> <li>We will not use midday supervisors for lunchtime cover. Each ‘bubble’ with its adults will be self-sufficient for the day and additional ‘floating’ staff will be available to support with emergencies if needed.</li> <li>Furniture will be arranged to maximise distance in classrooms and to ensure that children do not face each other.</li> <li>There will be no breakfast club.</li> <li>There will be no school events or school trips for the foreseeable future.</li> </ul>		

				<ul style="list-style-type: none"> <li>Peripatetic staff will be avoided and visitors to classes minimised.</li> <li><b>We will not rotate staff</b> or implement split timetables to limit the number of people that come into contact with each other.</li> </ul>		
<p>Staffing capacity is not high enough to have safe staffing ratios of adults to children, including the need to have someone trained in first aid, an adequate number of fire marshals and someone trained in safeguarding (but not necessarily a DSL) on site.</p> <p>There are several strands to this issue:</p> <p>1, All teaching/support staff unions are currently against schools reopening in June and the largest ones have advised members to not engage in planning for reopening. If this is not resolved, then union members may not report for work on health &amp; safety grounds due to national policy - The Employment Rights Act 1996 offers individual protection for employees.</p> <p>2, Shielded, clinically extremely vulnerable and clinically vulnerable staff should work from home.</p> <p>3, Some staff may be self-isolating or ill.</p> <p>4, The Government expectation is that workers will use public</p>	<b>Children</b>		<b>HIGH</b>	<ul style="list-style-type: none"> <li>Staff that need to use public transport will be supported to take PPA and report writing days from home.</li> <li>School will reimburse costs for facemasks for use on public transport for travel to shifts in school.</li> <li>Support with planning alternative routes provided.</li> <li>The availability of staff will be reviewed.</li> <li>If a union member does not report for work on health &amp; safety grounds, these will be taken seriously and their role not covered by other members of staff, including those not in unions or volunteers.</li> <li>If the teaching unions change their position and support schools reopening, this risk will be change to ‘low’ because early indications from our parent consultation show a very low child attendance forecast:</li> </ul> <p style="text-align: center;"><b>Parents of 24 children expressed an interest in returning in the summer term if offered a place.</b></p> <ul style="list-style-type: none"> <li>A very slow, safe and gradual start will be taken. w/c 1 June we will return with currently attending critical worker children and additional critical worker children who have requested a place. In the week following this, with careful evaluation of this risk assessment, we will invite other families who have requested a place for the summer term.</li> <li>The school will not aim to take all children back before the summer holidays. We will continue to encourage families to stay at home by offering rich home learning via our website and learning packs for children remaining at home.</li> <li>We will be mindful of the childcare needs of our own staff and their concerns. These cases will be handled on a case by case</li> </ul>		

<p>transport when there are no alternatives but social distancing is not possible and the RMT union is concerned about the health of passengers and their members.</p> <p>5, There is still a need to run provision for key worker and vulnerable children alongside the school reopening more fully and to support home learning as best as we can. Both of these will also continue to need staffing.</p> <p>6, Although our staff are designated 'key workers' and their children entitled to a school place in their own school, some staff will be concerned about them returning.</p>				<p>basis and in some circumstances they may be able to attend our school's provision.</p> <ul style="list-style-type: none"> <li>▪ School are investigating parking permits and whether we are able to purchase more – full parking restrictions in LBTH to be reintroduced on 1 June.</li> </ul>		
<p>Suspected COVID 19 Case in school.</p>	<p><b>School Staff and children</b></p>	<ul style="list-style-type: none"> <li>▪ Contact relevant service areas and report, i.e LBTH CHSS team and the public health England</li> <li>▪ Deep clean areas that might have been in contact</li> <li>▪ Inform and increase level of staff communication with regular updates on school staff bulletin</li> </ul>	<p>MED</p>	<ul style="list-style-type: none"> <li>▪ Close all or part of the school building and risk assess before reopening.</li> </ul>		
<p>Confirmed COVID 19 cases in school.</p>	<p><b>School staff and children</b></p>	<ul style="list-style-type: none"> <li>▪ Contact relevant service areas and report, i.e LBTH CHSS team and the public health England</li> </ul>		<ul style="list-style-type: none"> <li>▪ Where possible, close off and leave for 9 days before cleaning.</li> <li>▪ Close all or part of the school building and risk assess before reopening.</li> </ul>		

		<ul style="list-style-type: none"> <li>▪ Deep clean areas that might have been in contact</li> <li>▪ Inform and increase level of staff communication with regular updates on school staff bulletin</li> <li>▪ Update parents</li> <li>▪ Prepare closure of classrooms, areas or school building</li> <li>▪ Move the child in a different room if waiting for collection</li> <li>▪ Staff members to wear PPE if a distance of 2m cannot be maintained with the affected child</li> <li>▪ Follow government guidelines</li> </ul>	MED			
<p>Coronavirus spreads following a case in school because testing is slow and inadequate and there is no national or local contact tracing system in place.</p> <p><b>Note: Having these two things in place are a requirement by the largest teaching union for them to consider it safe to reopen schools.</b></p> <p><b>TRACK &amp; TRACE HAS BEEN LAUNCHED TODAY 28.5.2020</b></p>	<b>Whole school community</b>		HIGH	<ul style="list-style-type: none"> <li>▪ Close all or part of the school building and risk assess before reopening.</li> <li>▪ Awaiting advice on how the Track and Trace system will affect a case in school and what measures and response would be needed to taken.</li> </ul>		

<p>Vulnerable children, children with SEND and those that may have additional needs for factors such as behaviour, may not be able to maintain social distancing.</p>	<p><b>School staff and children</b></p>	<ul style="list-style-type: none"> <li>▪ Identify children in need, SEN children and the vulnerable group with underlying health issues.</li> <li>▪ Ensure steps are taken to minimise COVID 19 threat level</li> <li>▪ School to ensure an Education, health and care (EHC) plan is in place and a specific risk assessment</li> <li>▪ School to ensure vulnerable group needs are safely met.</li> <li>▪ Agree actions with parents i.e isolation/ seclusion etc</li> </ul>	<p>MED</p>	<ul style="list-style-type: none"> <li>▪ Children other than those that have been at school in the provision will need risk assessing for their own safety and the safety of the adults working with them.</li> <li>▪ Maria has completed this for each child with SEND and vulnerable children.</li> </ul>		
<p>Staff with health concerns may become ill.</p>	<p><b>Staff members</b></p>	<ul style="list-style-type: none"> <li>▪ Evaluate job role/tasks</li> <li>▪ Ensure medicine and doctors' appointments are maintained</li> <li>▪ Consider working from home if possible</li> </ul>	<p>MED</p>	<ul style="list-style-type: none"> <li>▪ Using a form, staff assessed as shielding, clinically extremely vulnerable or clinically vulnerable to work from home.</li> <li>▪ Staff HR interviews and assessment before they start work.</li> <li>▪ Staff to avoid using public transport if possible.</li> </ul>		
<p>As a local authority, Tower Hamlets has high rates of factors that have been widely reported to</p>	<p><b>Staff members</b></p>	<ul style="list-style-type: none"> <li>▪ Ensure any staff with underlying health conditions are keeping on</li> </ul>		<ul style="list-style-type: none"> <li>▪ Staff to advise Becky whether they have health conditionsw/c 1 June via Survey Monkey link sent 28.5.2020</li> </ul>		



<p>put people at risk of coronavirus, such as obesity, diabetes and asthma. There is also a high percentage of BAME staff, children and parents which the Government accepts is disproportionately affected by coronavirus and is currently investigating.</p>		<p>top of medication and doctors' appointments are maintained</p>	<p>MED</p>	<ul style="list-style-type: none"> <li>▪ Becky to carry out risk stratification tool on staff to mitigate risk (we will aim to support staff who are medium or high risk with extra measure in place)</li> <li>▪ Meet staff who use transport 1-2-1 to ensure they have adequate information and PPE</li> <li>▪ Support staff by reimbursing them for PPE for their commute.</li> <li>▪ Group staff to ensure a mixture of low and medium risk work together to support each other.</li> </ul>		
<p>Surfaces, contact areas and touch points may become contaminated.</p>	<p><b>School visitors, staff, children and cleaning team</b></p>	<ul style="list-style-type: none"> <li>▪ Surfaces, door handles, reach points, resources to be regularly wiped and cleaned with disinfectant</li> <li>▪ Ensure high level of hygiene in kitchen area and food places</li> <li>▪ Avoid any activities that involve sharing items or passing the items around.</li> <li>▪ Replace shared cups and mugs with disposable cups</li> <li>▪ Inform parents of any necessary changes in school policy or procedure such as bringing in own water bottle etc.</li> <li>▪ Replace touch points with other manual devices where possible</li> <li>▪ Eliminate/deactivate touch points or any touch pads</li> </ul>	<p>MED</p>	<ul style="list-style-type: none"> <li>▪ Children stay in one, well-ventilated classroom.</li> <li>▪ No communal computers.</li> <li>▪ Books will not be taken home.</li> <li>▪ There will be no paper newsletters unless in individual cases when it is known that specific families are hard to reach using any other media.</li> <li>▪ No shared food or drink in staffrooms.</li> <li>▪ Zip tap and taps to be wiped after every use.</li> <li>▪ No sharing of equipment or stationery (adults).</li> <li>▪ Mark making resources cleaned and wiped regularly.</li> <li>▪ No sharing of musical instruments and no instruments that have contact with mouths.</li> <li>▪ All children and staff allocated toilets.</li> <li>▪ Minimal shared equipment in the garden (to be discussed w/c 1 June)</li> <li>▪ Children to wash hands after coming in from the garden and equipment wiped after each group.</li> <li>▪ Children to have lunch in classrooms.</li> <li>▪ All spaces well ventilated - Glenn to open ALL windows and skylights before school</li> <li>▪ Schools to remove unnecessary items from classrooms and other learning environments.</li> <li>▪ Remove all soft furnishing and toys.</li> <li>▪ Unnecessary furniture localised and cordoned off/removed.</li> </ul>		

		<ul style="list-style-type: none"> <li>Any handheld tablets used in classrooms/playground should not be shared</li> </ul>		<ul style="list-style-type: none"> <li>High risk activities suspended or postponed.</li> <li>Staff to carry own pen from home to sign in and out and use throughout the day if needed.</li> <li>Lidded bin placed in the entrance lobby so staff can dispose of gloves and masks.</li> <li>Anti bac station at entrance.</li> <li>Each base room to have their own cleaning kit and mini-PPE set.</li> <li>After each use of tap and toilet, one staff member to clean all toilets, sinks, taps.</li> <li>Adequate tissues and bins with lids in all spaces.</li> <li>Celia, Glenn and Jai where possible to work on site when children and most staff have left the premises.</li> </ul>		
<p>2m distancing cannot be maintained in the event of a fire drill or fire.</p> <p>Fire spreads due to having fire doors and windows open for ventilation.</p>	<b>All staff</b>		LOW	<ul style="list-style-type: none"> <li>Review Fire Evacuation, Assembly Points and Fire Drill Procedures.</li> <li>Review sufficient number of fire marshals on site each day to coordinate evacuation.</li> <li>Remind staff of fire evacuation procedure and need to stay apart.</li> <li>Recognise that wedging a fire door open is a breach of fire safety but limit fire doors being wedged open to rooms which are being used.</li> <li>In the event of a fire alarm, the adult using that room must close the door.</li> </ul>		
Staff working at home	<b>All staff</b>	<ul style="list-style-type: none"> <li>Ensure communication of expectations is adequate</li> <li>Regular contact to assess wellbeing and engagement</li> </ul>		<ul style="list-style-type: none"> <li>Agreed work activities</li> <li>Point of contact at school available</li> <li>Wellbeing support offered</li> <li>If needed laptop stand, separate keyboard and mouse can be provided.</li> </ul>		
School visitors/contractors may spread of catch coronavirus.	<b>School visitors and school staff</b>	<ul style="list-style-type: none"> <li>Ensure COVID 19 risk assessment is available</li> </ul>		<ul style="list-style-type: none"> <li>No external training or visitors unless they are for essential maintenance work or supporting health and safety or safeguarding outcomes.</li> </ul>		

		<ul style="list-style-type: none"> <li>▪ Avoid arranging unnecessary school visits</li> <li>▪ Compulsory handwashing facility available on entering the premises</li> <li>▪ Clear signage and markings to maintain social distancing rule</li> <li>▪ Avoid large groups</li> <li>▪ Only safety and compliant works to be arranged until further Government announcements</li> <li>▪ Plan arrangements with school suppliers and check they are following appropriate social distancing</li> </ul>	MED	<ul style="list-style-type: none"> <li>▪ Unless it is absolutely unavoidable, visitors should attend school out of school hours when there are fewer adults and no children around.</li> </ul>		
Increased student absences may put children at risk.	<b>School Staff and children</b>	<ul style="list-style-type: none"> <li>▪ Review School H&amp;S policy and the absence procedure</li> <li>▪ Inform any necessary changes to staff members, stakeholders and parents</li> <li>▪ Review time period of absence for individual with symptoms</li> <li>▪ Follow government guidelines on isolation period if necessary</li> </ul>	MED	<ul style="list-style-type: none"> <li>▪ Regular phone calls to parents to continue: checking welfare of family and children. Reminding families that we can support them if they need help.</li> <li>▪ Provide children remaining at home with a pack of mark making materials, books and other resources.</li> </ul>		

<p>Coronavirus spreads because schools have been told to not use face masks, some equipment and PPE.</p> <p><b>Government guidance is that face masks should not be worn and PPE used in only a very small number of cases.</b></p>	<p><b>Children, visitors and staff members</b></p>	<ul style="list-style-type: none"> <li>▪ If appropriate purchase a handheld non-contact thermometer (<b>Note: This point is from the local authority but Government guidance is that ‘Routine testing of an individual’s temperature is not a reliable method for identifying coronavirus’.</b>)</li> <li>▪ Ensure hand sanitiser product are well replenished at all times</li> <li>▪ PPE to be available on request where necessary</li> </ul>	<p>MED</p>	<ul style="list-style-type: none"> <li>▪ Teachers and children will not be prevented from wearing their own face masks.</li> <li>▪ Face masks added to first aid kits throughout the school and in the staff room with other safety resources.</li> </ul>		
<p>Staff or children are put at risk because there is not enough time for the school to plan reopening, consult, undertake and react to risk assessments and train staff by 1<sup>st</sup> June. The Government is also yet to announce that its five tests have been met to allow schools to open on this date.</p> <p>For the same reasons, there is also a risk that staff may commit health and safety breaches as training is underdeveloped and they take time</p>	<p><b>The school community</b></p>		<p>HIGH</p>	<ul style="list-style-type: none"> <li>▪ A realistic start date should be agreed with the local authority. This should be 4 weeks from the Government decision that its five tests have been met and schools can reopen and not before final guidance has been produced at the national and local level.</li> <li>▪ Staff and local union representatives will need engaging about any plans to expand the number of children attending school. Employers also have a duty to consult employee, or their representatives, on health and safety matters. The Health and Safety Executive guidance states: <i>“Consultation does not remove your right to manage. You will still make the final decision, but talking to your employees is an important part of successfully managing health and safety.”</i></li> <li>▪ Leadership structures will need amending in the short term to cover the three types of provision: key worker and vulnerable</li> </ul>		

<p>to understand new ways of working.</p> <p>In addition, national guidance may be yet again amended, local guidance may be produced which will need to be followed and guidance from unions is being updated on a daily basis.</p>				<p>children provision, home learning and the wider opening of the school.</p> <ul style="list-style-type: none"><li>▪ The beginning of the first opening week is to be used for staff training and getting the school premises adapted.</li><li>▪ How to dispose of waste safely will need reviewing (tissues etc).</li><li>▪ Signs and tape will need putting up to limit movements, zone the school and support social distancing.</li><li>▪ Contracts with cleaners and caterers to be checked that compliant.</li><li>▪ Some PPE will need purchasing.</li><li>▪ Staffing identified and communicated with.</li><li>▪ Processes put in place to check on staff wellbeing.</li><li>▪ Pastoral care will need to be prepared with a possible focus on bereavement support.</li><li>▪ Curriculum priorities set and communicated.</li><li>▪ Hold online staff meetings prior to opening.</li><li>▪ Check that any new processes or safety measures are not discriminatory in their application.</li><li>▪ A very slow, safe and gradual start will be taken.</li><li>▪ The school will not aim to take all children back before the summer holidays.</li></ul>		
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