**COVID 19 Risk Assessment for Re-opening from September 2020 – version 3**

N.B. Control measures could be changed at any time if there is a change in national or local government guidance or a change in the R rate. Changes could occur daily. Updated advice will be reviewed regularly. The Risk Assessment will be reviewed in light of any significant changes.

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| School name | Ronald Openshaw Nursery Education Centre | | | |
| Head Teacher | Alison Lentz | | | |
| Chair of Governors | Trudi Barnes | | | |
| Persons covered | Children and Parents  Teachers and Support Staff  Admin Staff  Caretaking and Cleaning Staff  Contractors | | | |
| Tasks/Activities covered | Re-opening of the nursery school from 1.09.20  Drop off/ pick up of children  Cleaning and sanitisation  Food provision  Continued remote working | | | |
| Equipment and materials used | General class teaching materials  Outdoor equipment  Cleaning materials and equipment  Office and admin  Staff room facilities | | | |
| Locations covered | School premises and grounds | | | |
| Person completing RA | Alison Lentz | Signature | Date 9.07.20  4.09.20  3.11.20 |  |
| RA approved by | Trudi Barnes | Signature | Date |  |
| Date shared with SLT | 3.11.20 | | Date shared with Staff | 5.11.20 |
| RA review date | 3.11.20 | | Reviewed by | Alison Lentz |
| Comments: Building on the previous RA and scaling up for general opening in September 2020, considering size of ‘bubbles and sub bubbles’ , staff working arrangements, school day timings, cleaning, lunch times | | | | |

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| **Issue/risk area** | **Identified risks**  *(Pre populated with examples of key risks but each school will need to review its own risks)* | **Overall assessment of risk BEFORE mitigation**  **(Red/Amber/Green)** | **Mitigating actions**  *(Including who will be responsible)* | **Overall assessment of risk AFTER mitigation**  **(Red/Amber/Green)** | **Evidence to support assessment** |
| **1.National and local position** | Newham has been badly affected by the COVID-19 outbreak, with some of the highest mortality levels in the UK.  BAME communities have suffered a higher death toll than white residents.  Newham is one of the most over-crowded parts of the UK. The borough consistently ranks as the most over-crowded borough in London, with a quarter of the population living in over-crowded households according to the 2011 national census. This is substantially higher than the average levels of overcrowded households in London and England on average. This is likely to have enabled the virus to spread more rapidly in the borough and affect individuals at high risk, preventing them from shielding effectively.  BAME groups may also be overrepresented in the most exposed frontline roles in care, health and transport.  Update: the resurgence of cases in UK has led to a second national lockdown frm 5.11.20 |  | This is the third novel coronavirus and it behaves like a flu with transmission through the eyes, nose and mouth. Droplets are projected by speaking, spitting, sneezing and coughing. Therefore, the most significant mitigating actions include:   * Keeping a 2m distance from others * Isolate if you think you have the virus * Frequent hand washing * Respiratory hygiene: catch it, bin it, kill it!   Apart from maintaining a 2m distance, which would be impossible given the young ages of the children on our care, the nursery will support all the other mitigating actions.  Nursery population 75% BAME:   * limit class size to 30 (max) * consistent group members * consistent staff team   reduces number of interactions and, therefore, potential risk of infection  Staff population 58% BAME:   * limit contacts with children through class size of 30 (max) * limit contact with other staff through consistent staff team   reduces number of interactions and, therefore, potential risk of infection  RONEC will follow advice from LBN, NPW and Public Health and, in the event of 1 confirmed cases, will consider a 14 day school closure as a last resort. | L2 x I4 = 8 | See operation protocol  Guide to Parents  Letters to Parents |
| **2.Site issues (Cleaning, Catering, Equipment and suppliers)** | **2.1** Risk of inadequate preparations for re-opening parts of schools leads to infection or other risks e.g. cleaning |  | **2.1.1** Derek (SS) will continue to ensure all routine testing is in place including water flushing, water temp testing, fire alarm tests, etc so the site remains safe  **2.1.2** All cleaning equipment, including hand sanitizer, is stored safely in line with COSHH requirements  **2.1.3** Weekly briefing sessions for MMT to inform of changes  **2.1.4** Ensure condition of site is safe to open  **2.1.5** All staff to sanitise/wash hands on arrival at nursery  **2.1.6** Derek (SS) to ensure all doors/handles/ entry buttons are cleaned with disinfectant before opening, at midday and at the end of the school day.  **2.1.7** Cleaners to ensure all areas used by the children to be cleaned thoroughly at the end of the school day: classrooms, toilets, wash basins, changing areas, walkway between classes using disinfectant  **2.1.8** Staff to identify which surfaces will need cleaning throughout the day in each of the classrooms: surfaces, including tables, chairs, toilets, washbasins, changing areas and to wipe down with disinfectant after each use  **2.1.9** Staff to limit use of teaching resources (no soft toys/cushions) and clean thoroughly with disinfectant as needed but particularly at lunchtime (changeover between classes) to avoid possible cross contamination between am/pm sessions  **2.1.10** Identify which equipment needs cleaning after use eg water heater, water cooler, taps, hoist, etc and place signage to remind staff  **2.1.11** Cleaners to ensure staff room and staff toilets are cleaned daily with disinfectant  **2.1.12** Paper towels to be provided for hand drying (do not use dryers) and used paper towels to be placed in the lidded bin provided which is emptied at the end of each school day  2.1.13 All rooms to be well ventilated AT ALL times: windows/doors open as much as possible | L2 x I4 = 8 | Enhance cleaning advice re COVID 19 given to Site Supervisor/Cleaning team  Signage to be completed w/c 1.06.20 |
|  | **2.2** Risk that mealtime arrangements do not allow for social distancing to be maintained resulting in higher infection risk for children. |  | For children:  **2.2.1** All lunchboxes to be clearly labelled with the child’s name so that there is no risk of confusion  **2.2.2** All lunchboxes to be cleaned with disinfectant wipes on arrival at nursery and placed in the dedicated safe storage area  **2.2.3** Maintaining small groups of 4 per table within Room 4 allows for children to be socially distanced at lunch and staff will discourage touching of each others lunch  **2.2.4** Once children are seated staff will hand out the lunchboxes  **2.2.5** After lunch staff will recollect the lunchboxes for safe storage  **2.2.6** Any uneaten food remains in the lunchbox so parents can see  **2.2.7** At the end of the school day lunchboxes will be handed to the child to carry outside ready for pick up  2.2.8 Snack times to be undertaken within each class bubble, hand washing and spaced seating to be observed | L2 x I3 = 6 | Crate at entrance/ gloves and wipes provided  Children’s Rota |
|  | **2.3** Risk that mealtime arrangements do not allow for social distancing to be maintained resulting in higher infection risk for staff |  | For Staff:  **2.3.1** Staff have access to the staff room to make drinks/ take lunch break  **2.3.2 S**taff teams can use the staffroom, PPA room and classrooms to maintain social distancing  **2.3.3** Staff must wipe down with disinfectant wipes areas thy have used to prepare or eat food or drink including: fridge door, water boiler, cupboards, work surface, table  **2.3.4** All used items of cutlery crockery to be placed into the dishwasher  **2.3.5** Dishwasher to be programmed at the end of each day  **2.3.6** Dishwasher to be emptied, by the designated person wearing gloves, at the start of each day  **2.3.7** Signage will be provided to remind staff of their responsibilities |  |  |
|  | **2.4** Risk of inadequate cleaning of office equipment |  | **2.4.1** All staff to wipe down, with disinfectant wipes, any equipment they will be handling including phones, keyboard, mouse, touch screen, photocopier, push button controls before and after use. | L2 x I3 = 6 | Hygiene reminder for staff w.c 1.06.20 |
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| **3.Staffing** | **3.1**Due to self-isolation, shielding and illness, there is a risk of staff shortages to safely deliver education/care to specified year groups |  | **3.1.1** Advise staff: if anyone is unwell to stay at home, get a test.  **3.1.2** HT to be informed if a member of staff shows symptoms of COVID19  **3.1.3** Limit the free flow of children inside the nursery so children remain within their classroom.  **3.1.4** Staff to work with their class only inside/ free flow in the garden.  **3.1.5** Ensure there is SMT/,DSL, Fire Warden, FAW, PFA every day: use ‘reserve’ staff team if necessary to ensure this is maintained.  See Contingency Plan for leadership staff shortage. | L2 x I3 = 6 | Staff rota  Children’s Rota |
|  | **3.2** Risk that staff cannot safely travel to work which results in staff shortages or higher infection levels |  | **3.2.1**17% of working staff take public transport – encourage staff to seek alternatives such as walking/cycling where possible  **3.2.2** Support car parking arrangements for those wishing to drive to work | L2 x I1 = 2 | Discuss with individual staff w/c 18.05.20  Car park rota from 1.09.20 |
|  | **3.3** High proportion of BAME staff at higher risk of infection |  | 58% of staff BAME  Work in consistent staff: child classes to limit number of contacts | L2 x I4 = 8 | Bromcom staff data |
|  | **3.4** High proportion of BAME staff at higher risk of infection leads to greater staff shortages |  | Work in consistent staff: child classes to limit number of contacts | L2 x I4 = 8 |  |
|  | **3.5** Risk of infection to staff related to young children’s ability to follow social distancing rules and in meeting intimate care needs  As young children are more likely to by asymptomatic staff should manage the respiratory risk of close contact when providing intimate care by using a face mask in addition to gloves and apron already used |  | **3.5.1** Provide hand sanitiser for staff at key places: signing in station, staff room, PPA room  **3.5.2** Provide relevant PPE (disposable aprons, gloves and face masks) for all intimate care needs and dispose of it within a sealed bag into the lidded bin provided  **3.5.3** Train staff via video link for donning and doffing how to put on PPE effectively and dispose of it safely.  **3.5.4** SMT/SMT to observe staff to ensure competency  **3.5.5** Encourage staff to wear clean clothes every day and wash clothing at 60 degrees to kill the virus | L2 x I4 = 8 | First Aid Log |
| **4.Clinically extremely vulnerable staff** | If staff fall into this category they should have received a letter advising them to shield until 30.06.20 |  | All staff should be available for work from 1.09.20. If they receive further advice from NHS they must speak to HT immediately | L1 x I1 = 1 | NHS letter |
| **5. Clinically vulnerable staff** | If clinically vulnerable staff cannot work from home then they should be offered the safest available on-site roles |  | Individual RA for vulnerable staff to be reviewed each half term and work planned accordingly | L2 x I4 = 8 | Discuss with staff |
| **6.Staff wellbeing** | **6.1** Risk of mental health impacts |  | **6.1.1** Keep open lines of communication between SMT and staff to share concerns as they arise  **6.1.2** Use daily team meeting to explore issues/ be open  **6.1.3** Communicate changes in emails so that staff can reflect on these in their own time  **6.1.4** Support staff (who need to shield, are anxious re travelling, have child care responsibilities) where possible  **6.1.5** Refer to SAS wellbeing services, employee helpline or Occupational Health for stress management | L2 x I4 = 8 | Emails  Referrals |
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| **7. Children attending nursery** | **7.1** High infection risk due to children and staff unable to maintain social distancing - through not being able to keep small groups apart |  | **7.1.1** Inappropriate to socially distance  **7.1.2** Ensure children are only on the nursery site when they need to be (allocated sessions only)  **7.1.3** Advise parents of their role in remaining vigilant: not bringing child to nursery if any member of the household has signs/symptoms of COVID19  **7.1.4** Advise parents to get a test for the child/ themselves where there has been signs/symptoms  **7.1.5** Advise parents that unless they have received a negative test result their child will need to self-isolate for 14 days  **7.1.6** HT to be informed if a child shows symptoms of COVID19  **7.1.7** Limit parent access onto the premises to drop off/pick up at the garden gate (Ash/Oak), R4 door (Willow) and main entrance (via garden for Beech) and Elm.  **7.1.8** Greater time spent outdoors will reduce risk so plan for outdoor activities and allow for open access  **7.1.9** Organise children into 5 indoor classes with consistent staffing to minimise cross contamination. All children to use only their own classrooms for activities, toilets, hand washing and snack times  **7.1.10** Keep full time children separate from part time children, so cross contamination of equipment use is avoided. In the garden have AM/PM boxes of equipment stored in AM/PM sheds and wash small equipment daily.  **7.1.11** It is important, given their age, that children have free access to toilets at all times. Classroom staff must ensure that toilet seats, flush handles, doors, washbasins and taps are wiped with disinfectant after each use  **7.1.12** Encourage parents to dress children in clean clothes every day | L2 x I4 = 8 | Operational Protocol  Parents Newsletter  Increase from 4 to 5 classes to have smaller class sizes |
|  | **7.2** Risk site is not big enough to offer learning to specified year groups in line with DfE guidance on social distancing measures |  | **7.2.1** max 30 in Ash/Oak/Willow groups and 12 in Beech  **7.2.2** Beech to remain a separate ‘bubble’ with its own indoor/outdoor space  **7.2.3** Ash, Oak, Elm and Willow to be seen as one ‘bubble’ with mixing outdoors only  **7.2.4** Ash/Oak to use only their own classroom indoors (sub bubble)  **7.2.5** Elm and Willow to use rooms 2 and 4 as their sub bubble  **7.2.6** The garden is large enough to accommodate free movement of children  **7.2.7** Children to only access their own classroom/ toilets  **7.2.8** No cross class support groups | L2 x I4 = 8 | Rota |
|  | **7.3** High infection risk due to children not following handwashing guidance |  | Children are supported to wash hands 6 or 7 times each session:   * On arrival * After using the toilet * After using fixed playground equipment * Before snack/lunch * After any messy play * Before going home | L2 x I4 = 8 | Guidelines for staff and parents |
|  | **7.4** Risk of infection spread by clothing |  | **7.4.1**Parents will be advised of the importance of sending children in clean clothing every day  **7.4.2** 60 degree wash to kill the virus  **7.4.3** All children, especially those on toileting programmes, are to be encouraged to have a spare set of clean clothing in nursery (the nursery has a small supply)  **7.4.4** If children are changed staff will wear gloves and pack soiled clothing in a plastic bag to be returned home at the end of the session  **7.4.5** Staff are advised to keep a set of spare clothing in their locker in case they are soaked in a bodily fluid and to wash clothing at 60 degrees to kill the virus |  |  |
|  | **7.5** High infection risks due to pupils not moving around school at safe distance from other groups |  | Inappropriate to socially distance children of this age but keeping children in their own classrooms indoors will reduce contacts | L2 x I4 = 8 | Rota |
|  | **7.6** High proportion of BAME pupils and higher risk of infection within some communities |  | As above | L2 x I4 = 8 | Rota |
|  | **7.7** Risk of transmission during the conduct of practical activities in school |  | **7.7.1** Revise ‘In the Moment Planning’ approach through September INSET sessions  **7.7.2** Limit access to all small part activities (adult select only) and wash at end of session  **7.7.3** Wipe all small tools (pencils, scissors) at end of session  **7.7.4** Remove all soft toys and cushions from use  **7.7.5** Sand play – outdoors only  **7.7.6** Surfaces – wiped down between activities and at the end of session  **7.7.7** Children’s tables and chairs- cleaned after use  **7.7.8** Children to hand wash after use of fixed equipment eg slide, swing,  **7.7.9** Reduce sessions to 2.5 hours to give staff time to clean thoroughly between am/pm sessions | L2 x I4 = 8 | Guidelines for staff  Planning sheets |
|  | **7.8** Risk of spreading infection due to child’s behaviour (biting, spitting) |  | If the RA for a child suggests the challenging behaviour cannot be confidently managed we will discuss with the parent and judge the child better to be safer at home.  If the child is assessed as safe then skilled staff will manage the behaviour and de-escalate incidents | L2 x I4 = 8 | Guidelines for staff |
| **8.Clinically extremely vulnerable children** | Keep alert to health advice re individual children in this category |  | RA in place re aerosol generating routines (suctioning) | L2 x I4 = 8 |  |
| **9.Clinically vulnerable children** | If clinically vulnerable children cannot remain at home then a Risk Assessment must be done |  | RA to consider safe inclusion | L2 x I4 = 8 |  |
| **10. Children’s wellbeing** | **10.1** Risk of mental health impacts |  | **10.1.1** Discuss parent’s anxieties during the settling period  **10.1.2** Stress the importance of regular attendance butkeep in touch with **all** children with regular KW phonecalls  **10.1.3** Create a welcome video for each class and post on the school website  **10.1.4** Send home learning packs when requested | L2 x I4 = 8 |  |
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| **11. Journeys to and from school** | **11.1** High infection risk due to staff, parents and/or children not observing social distancing on journeys to and from nursery, especially when using public transport |  | TFL advice:  If you must use public transport, avoid the busiest times between 05:45-08:15 and 16:00-17:30, and these stations and lines:  Central line between South Woodford/Redbridge and Stratford  Jubilee line between Stratford and Westminster  District line between Dagenham Heathway and Aldgate East  London Overground between Stratford and Willesden Junction  DLR between Woolwich Arsenal and Canning Town  Avoid using these stops and interchanges at the busiest times:  East Ham; Canning Town; Stratford; West Ham.  **11.1.1** Advise parents/staff on avoiding public transport or follow TFL advice  **11.1.2** Allow staff who have to travel on public transport to arrive after the start of the school day  **11.1.3** Encourage all staff to adhere to TFL guidance to wear face covering on public transport  **11.1.4** Encourage staff/children to wear a coat (removable when at school) or bring a change of clothes for the session to reduce the potential of contamination  **11.1.5** Staff to enter the building via the main door, hand sanitise on arrival before signing in and proceeding to the staff room  **11.1.6** Staff teams are to maintain a distance between others when accessing the staff room/ shared areas- face shields have been provided for all out of bubble occasions  **11.1.7** All personal property to be stored in their designated locker whilst staff are on the school premises.  **11.1.8** For those staff using public transport separate staff coats are retained in school for use in the garden if necessary  **11.1.9** Signage along the perimeter fence to enc parents to socially distance when bringing/ collecting children  **11.1.10** As there are 4 points of entry and 2 main drop off/ pick up time slots this is sufficient for families to socially distance (review if numbers increase)  **11.1.12** Guide for parents to explain the expectations  **11.1.13** SMT presence on the gate to reinforce the expectations  **11.1.14** Parents to hand over children at the garden gate and staff to accompany into the classroom to reduce internal footfall  **11.1.15** Parents collect children from the garden gate  **11.1.16** Parents needing to access the main office must come in to building 1 at a time and remain inside the lobby area  **11.1.17** Communications with parent are by phone or email to reduce egress. | L2 x I4 = 8 | Signage  Letter to parents |
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| **12.Fire Safety** | **12.1** Risk of unsafe fire management practice due to staff shortages |  | Due to the young age of the children it is inappropriate to socially distance during a fire drill/evacuation. However, as most of our most vulnerable children have been advised to remain at home this reduces the amount of staff needed to safely evacuate. This will need to be reviewed should this change.  Review Fire Evacuation/Drill Procedures, Assembly Points, Fire Marshals  **12.1.1** Fire drills as usual with teacher escorting children to assembly point and support staff sweeping the building, SMT/Office staff bringing out registers and contingency pack, SS sweeping the rest of the building  **12.1.2** Fire Assembly point is in the garden  **12.1.3** Fire Warden on site at all times | L1 x 4 = 4 | Review H&S Policy  Fire Drill w/c 1.06.20  Staff rota |
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| **13.First Aid and Pupils with Medical Conditions** | **13.1**Risk that first aid arrangements and equipment do not provide adequate protection for staff against infection |  | **13.1.1** Ensure 1x First Aid at Work qualified staff each day  **13.1.2** Ensure staff understand their responsibility while carrying out first aid and giving medicines by minimising social contact: wearing gloves/apron at all times and face mask if close facial contact is unavoidable  **13.1.3** Use donning and doffing video link to train staff in correct use and disposal of PPE  **13.1.4** All children with medical conditions to be risk assessed: any child requiring aerosol generating procedures must remain at home  **13.1.5** All medicines administered and recorded by designated FAW/Paediatric FA as per H&S Policy guidelines  **13.1.6** First Aiders to communicate with staff and parents re: who should be in nursery(signs/symptoms)  **13.1.8** Provide disposable gloves, aprons and face masks for staff use  **13.1.9** Use non-contact thermometers for temp checks 37.8 degrees C 0r above  **13.1.10** If a child is sick: isolate in Room 4 (self contained WC) with staff in PPE and contact the parent immediately to request removal. Try to maintain a 2 metre distance as far as possible.  **13.1.11** As we are unsure of the exact presentation of COVID19 in young children advise the parent that the child should be tested for COVID19 or Isolated for 14 days  **13.1.12** Ensure area/ equipment used is cleaned thoroughly with disinfectant after use  **13.1.13** Where a child or staff test positive everyone in their nursery ‘bubble’ should self-isolate for 14 days  **13.1.14** Where staff informs that they have been infected whilst working this needs to be reported PHE, HSE (RIDDOR) and Shazidur Rahman asap  **13.1.15** All staff are entitled to testing if they have symptoms: contact the HT for details | LL2 x I4 = 8 | Staff Rota  Guidelines for staff  Update H&S Policy with Covid 19 amendment  PPE packs  First Aid updates (TM) |
|  | **13.2** Risk that first aid arrangements do not provide adequate support for pupils due to staff shortages |  | **13.2.1** Ensure 1x paediatric first aider each day  **13.2.2** Maintain appropriate staff ratios to ensure accidents are minimised  **13.2.3** Ensure all Care Plans permit children to be in nursery  **13.2.4** Follow guidance re use of PPE | L1 x I 4 = 4 |  |
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| **14.Pupils with Special Needs** | **14.1** Risk the needs of pupils with complex SEND cannot be safely met **in** school |  | **14.1.1** Ensure all Care Plans permit children to be in nursery  **14.1.2** Advise parents/SEN section accordingly  **14.1.3** Provide home learning support | L1 x I4 = 4 |  |
|  | **14.2** Risk the needs of pupils with complex SEND cannot be safely met **out of** school |  | **14.2.1** Ensure all Care Plans permit children to be in nursery (inc those requiring aerosol generating routines)  **14.2.2** Ensure appropriately trained staff on site to meet medical need eg epilepsy  **14.2.3** Ensure sufficient staffing available to meet learning needs  **14.2.4** Prioritise for a limited placement  **14.2.5** Advise parents/SEN section accordingly | LL2 x I4 = 8 |  |
|  | **14.3** Risk of cross infection between classes from SEND support staff |  | **14.1.1** All children requiring 1: support at all times to be placed in Elm Group and receive mainstream experience in Room 4 (Willow Group)  **14.1.2** All children requiring some 1:1 time during the session to be placed in Ash Group (additional NN) |  | This will need to be reviewed as new children are admitted and their needs become known |
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| **15.Safeguarding** | **15.1**Risks of parents being unable to safeguard their child |  | **15.1.1** Prioritise children CP/CIN and those at risk of becoming CP/CIN for nursery placement  **15.1.2** Offer weekly home/school support via telephone/skype and home learning via website or leaning pack  **15.1.3** All DSL’s to monitor allocated cases with weekly phone call, attending virtual social care meetings etc.  **15.1.4** All DSL’s to keep Safeguard Software updated  **15.1.5** AL//MP to submit the LA’s weekly return via the portal  **15.1.6** AL/MP to check the Safeguard inbox daily  **15.1.7** DSL’s to follow up any concerns raised by key workers re children in nursery or at home | LL2 x I4 = 8 |  |
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| **16. Communication** | **16.1** Risk that staff do not understand the new arrangements; behaviour resulting in increased infections |  | **16.1.1** Office to maintain contact details/ any medical care plans for all staff  **16.1.2** Communications to be sent via school email address/ staff made aware to check this regularly  **16.1.3** Daily team meetings (at 8.30am) to identify issues/ plan for the day  **16.1.4**All activities and outcomes to be recorded on planning sheets for each area before the end of the day | L2 x I2 = 4 | Bromcom staff info  Meeting minutes  Emails  Planning sheets |
|  | **16.2** Risk that children and parents do not understand the new arrangements; behaviour resulting in increased infections |  | **16.2.1** HT to send letter to parents of target children on 1.06.20. to details new arrangements, update contact details and medical information  **16.2.2** Staff to support and supervise hygiene routines  **16.2.3** Children to be spaced at table top activities as is feasibly possible  **16.2.4** Most activities to be outdoors | LL2 x I4 = 8 |  |
|  | **16.3**Induction for staff |  | **16.3.1** All staff to be sent details regarding new teams by 8.07.20  **16.3.2** New team meetings from w/c 13.07.20  **16.3.3** PPE donning and doffing video to be watched by all staff  **16.3.4** MMT to observe staff competency in action  **16.3.5** Weekly MMT/ staff meetings to continue live RA  **16.3.5** SMT to ensure all key roles meet current requirements re qualifications  16.3.6 INSET to support staff understanding of M2M, safeguarding and RSHE in light of covid 19 in Sept 2020 | L2 x I2 = 4 |  |
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| **17.Visitors on site inc contractors, parents** | **17.1** Risk of external visitors, including parents, bringing in infection |  | **17.1.1** No non-essential visitors. Individuals only (no group visits). Deliveries to be left at the front door. All visits to be pre-booked (no walk in’s unless emergency)  **17.1.2** Do not enter the premises if displaying signs of COVID 19  **17.1.3** Sign in the visitor’s book and leave personal contact details (track and trace) and encourage Newham residents, especially parents dropping off children, to access the school’s QR code (displayed at all access points)  **17.1.4** Hand-sanitise on arrival/ wear face covering, do not shake hands  **17.1.5** Be accompanied by a designated staff member at all times and maintain a social distance of 1-2 metres as possible.  **17.1.6** Not in same area as children (if work is essential relocate the children)  **17.1.7** Visitors may not share stationery or other items  **17.1.8** If a meeting/ training session is required this must be done in Room 5 ensuring the room is well-ventilated  **17.1.9** Any documentation or reports should be emailed after the visit. | L2 x I2 = 4 | Visitor book |
| **18. Parents settling new children** | **18.1** Risk of external visitors brining in infection |  | **18.1.1** Only one adult per child to settle on the premises  **18.1.2** Limit to a max 4 parents per day on site  **18.1.3** All parents asked to wear a face covering whilst on site  **18.1.4** Parents to use Room 5 as a waiting space  **18.1.5** Key Workers to meet with all new parents on first day to run through induction |  |  |
| **Policies** | Risk that policies do not reflect current changes |  | Review and add COVID19 appendices to :  H&S Policy  Safeguarding  Behaviour  SEND  Critical Incident | L2 x I2 = 4 |  |
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| **Recommendation:**   * As a nursery it is wholly inappropriate to encourage **social distancing and the close contact** we all have with children makes all staff feel vulnerable. However, this risk can be drastically reduced by: * Staff and children working in separate class teams (sub bubbles) and only accessing their class rooms and toilets indoors * Using 5 class rooms means that children naturally spread out * Using the outdoors as much as possible   - Limiting the equipment available for self selection  - Staff to wear the provided face shield when out of bubble   * Settling in arrangements for new starters have been altered to minimise unnecessary contact between staff and parents: the aim remains the successful separation from family and integration into nursery for all children at a pace related to their individual needs * Consider lunch times/ staff teams mixing – can we stagger lunch time with cleaning time to give separation? |

**Annex – Guide to assessing risk**

**Impact:**

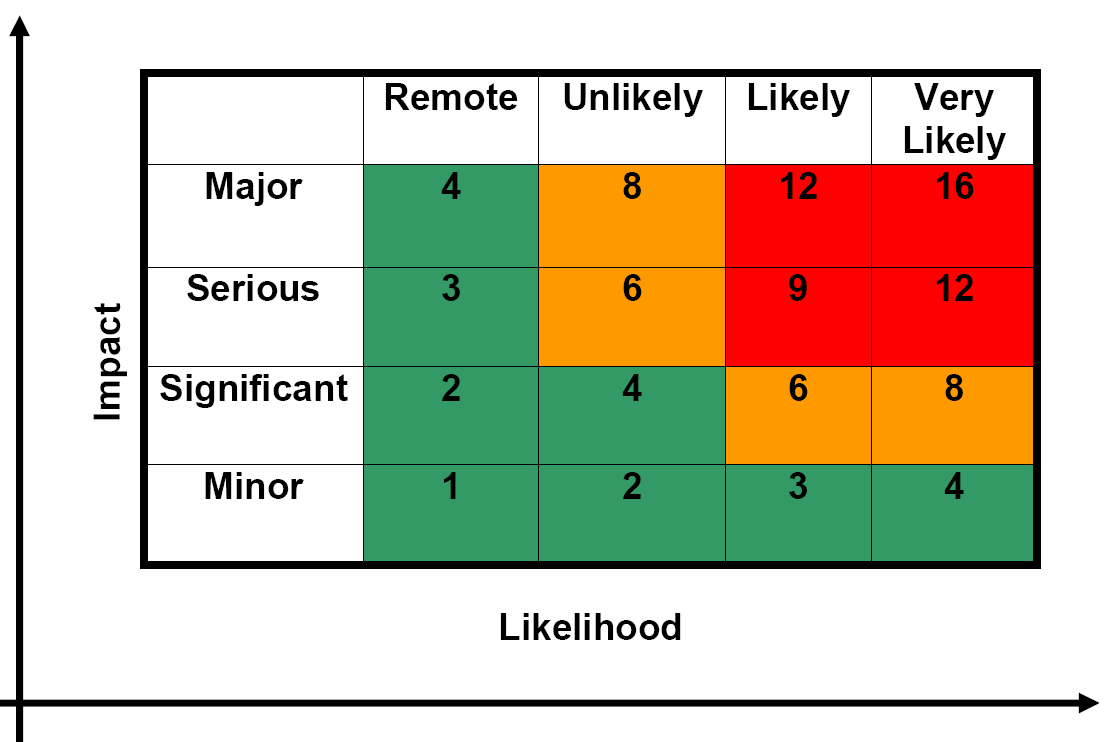
This is the potential impact of the risk on the organisation should it materialise. You can use a scale between 1 and 4 to rate the impact.

**Likelihood:**

This is the probability of the risk occurring.  You can rate the likelihood of the risk using a scale of between 1 and 4.

**Risk Rating:**

The current risk rating is worked out by multiplying the impact and likelihood ratings of the risk.  You should then use this rating to prioritise the risk.



***High Level Risks*** are risks rated **9-16** are coded **RED**.  You should prioritise and manage these risks first.

***Medium Level Risks*** are risks rated **6 – 8** are coded **AMBER**. These risks need to be managed and continually reviewed to ensure they are not posing any significant threats. Close monitoring is essential to avoid them developing into red/ high risks where possible.

***Low Level Risks*** are therisks with the risk rating of **1 – 4** are coded **GREEN**. These risks require limited action but they need to be reviewed regularly to ensure they are not posing any threats.