

PARTIAL SCHOOL RETURN RISK ASSESSMENT

Cavendish Close Infant and Nursery School – May 2020

HAZARD	RISK GROUP	RISK	<div style="background-color: yellow; text-align: center;">CONTROL MEASURES</div> (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to school	Children Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> Implement a one-way system on site when parents bring children to school. Implement floor markings and signs to identify direction. Only one parent to bring each child. 2 metre rule to be enforced while parents are waiting for staff to receive their children. Implement floor markings to identify 2 metres. Parents wait against the building. Parents can pass on the outside of the path. Stagger arrival times to reduce number of people on site at any one time. Staff outside enforcing the rules to consider wearing face coverings and gloves. 	Med	Yes	
Staff receiving child from Parent	Children Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Floor markings identify 2 metres from the doors. Children to leave their parents at the floor markings and enter school independently. Children bring a packed lunch but no other belongings from home. Staff receiving children to consider wearing face coverings and gloves. Staff will direct children to wash their hands in their classroom on arrival. Staff will supervise children. Staff will direct children to use hand sanitiser before holding on to the handrail and going up to the first floor classrooms. 	Med	Yes	

Classroom set up	Children Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Classrooms must be set up to ensure a 2 metre rule is in place between each child (unless siblings in the same class and they may sit together). Nursery capacity – 15 children. Classroom capacity – 10 children. Children put their coat on the back of their chair and their lunchbox on their table. Each child has a water bottle and a tray on their table with their equipment for the day. Children do not share equipment. The teacher’s desk must be kept 2 metres away from the children’s tables. Tissues must be readily available for children to use when coughing or sneezing and they must go into a bin after one use. 3 boxes in each classroom. 	Low	Yes	
Classroom lessons	Children Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Teaching staff must keep that safe distance at all times where possible when teaching. Where children may require extra assistance a 2 metre rule must try to be enforced. Children are taught what social distancing means. Children are taught what good hygiene means. 	Low	Yes	
Children requiring the toilet during lesson times	Children Staff	Infection Control	<ul style="list-style-type: none"> Inform the children of the importance of washing their hands after using the toilet and where possible on their return to the classroom use hand sanitiser. Supervise children washing their hands where possible. Children are taught how to wash their hands properly. Hand washing poster displayed at every hand washing facility. 	Med	Yes	
Break times	Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> Children informed again of the importance of social distancing whilst outside. Look at providing activities which can abide by the 2 metre rule. 	Low	Yes	

			<ul style="list-style-type: none"> Supervising staff must keep a 2 metre distance from each other at all times. 			
Break times – Staff room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Staff room capacity – 4 adults. Staff must sit at least 2 metres apart from each other. Staff must make their own drinks and wash and dry their own cups and other crockery and utensils. Staff must not share food. 	Med	Yes	
Break times – Classrooms	Children Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Whilst children are on breaks clean tables and door handles with a disinfectant. Wear gloves whilst carrying out this task and wash hands after cleaning. 	Low	Yes	
Lunch breaks	Children Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Children are positioned 2 metres apart in dining hall or where required classrooms are utilised to ensure safe social distancing is continued. Catering staff may consider wearing a mask while serving large volumes of children. 	Low	Yes	
First Aid – Minor treatment	Children Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering when dealing with injuries. Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands after contact. 	Med	Yes	
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> In the event of a serious injury or incident call 999 immediately. Wear face covering and gloves when in close contact or dealing with bodily fluids. In the event of CPR being required it is advised only chest compressions are given and use of a defibrillator if available. Always wash hands after contact. 	High	Yes	

First Aid & Medication	Staff Children Others	First Aid Procedures	<ul style="list-style-type: none"> • First Aiders must always wear gloves when administering first aid procedures. • It is advisable a face covering is worn if having to deliver close contact first aid. • Any used dressings to be double bagged. • Where any medications are administered try and encourage the children to self-administer or consider wearing a face covering. 	Med	Yes	
Intimate Care	Staff	Lack of Infection Control	<ul style="list-style-type: none"> • When staff are carrying out any intimate care they must: <ul style="list-style-type: none"> ➢ Wear gloves ➢ Wear an apron ➢ Wear a mask • Nappies, wipes etc. must be double bagged and placed into a closed bin. • Soiled clothes to be double bagged and given to parents on collection of children. • Staff must wash their hands once gloves and masks are removed safely. • A poster to be displayed of instructions which must be followed. • Record all intimate care carried out. 	Med	Yes	
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where a child is upset it is advised to still try to maintain a safe distance whilst offering comfort to the child. • Encourage child to use a tissue to wipe eyes/nose etc. • If contact is required, consider wearing a face covering. • Wash hands after contact. 	Med	Yes	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Where possible allow the child to vent their frustrations. • Where possible allow child to be in a room on their own or outside. • If reasonable force is required, it is advised face coverings and gloves are worn. 	High	Yes	

Children leaving at the end of the school day	Children Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> • One-way system in place with a staff member supervising outside to inform parents to abide by the 2 metre social distancing rule. • Stagger leaving times to reduce the number of children on site at any one time. • Children released when parent is next in queue and child will be fetched from ground floor classrooms. • Children from first floor classrooms released safely from the school hall. 	Med	Yes	
Parent wishing to talk to staff	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> • Parents will be informed that most conversations with staff will be either over the phone or by email. If this is not possible a meeting will be arranged, and social distancing rules observed. • Parents are not permitted to enter the building. • Parents will be discouraged from congregating around the school site. 	Low	Yes	
Awareness of Policies / Procedures / Guidance	Children Staff Others	Inadequate information	<ul style="list-style-type: none"> • All staff must ensure they are aware of the current guidelines in regard to safe distancing and washing hands on a regular basis. • All staff know how to safely put on and take off PPE. Posters are circulated. • All staff are able to access the following information on-line for up to date information on COVID-19 <ul style="list-style-type: none"> ➤ Public Health England ➤ NHS ➤ Gov.UK ➤ Department for Education ➤ Department for Health and Social Care • Staff receive training that helps minimise the spread of infection, e.g. infection control training (washing of hands, cleaning up bodily fluids). Elite PowerPoint training slides. 	Low	Yes	

			<ul style="list-style-type: none"> • Staff are made aware of the school's infection control procedures in relation to Coronavirus and contact the school as soon as possible if they believe they may have been exposed to Coronavirus. • Parents are made aware of the school's infection control procedures in relation to Coronavirus via letter – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to Coronavirus. • Children are made aware of the school's infection control procedures in relation to Coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell. 			
Poor hygiene practice	Children Staff Others	Ill Health	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding children, staff, and visitors to wash their hands, e.g. before entering and leaving the school. • Children, staff, and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Children may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Children are forbidden from sharing cutlery, cups, or food. • All cutlery and cups are thoroughly cleaned before and after use. 	Low	Yes	

			<ul style="list-style-type: none"> • Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team / Public Health England. 			
Ill health	Children Staff Others	Coronavirus Symptoms	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible Coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms, and transmission of Coronavirus. • Any child or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to Coronavirus, is immediately taken out of the class and placed in an isolation area where they will not come into contact with others and are supervised at all times. • Interview room identified as Isolation Room. Child can sit inside with colouring pages etc. Adult to leave the door open and stand in the Reception area. Maintain 2 metre rule. • The relevant member of staff calls for emergency assistance immediately if children' symptoms worsen. • The parents of unwell children are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a child's parents cannot be made, appropriate procedures are followed in accordance with those outlined in government guidance. • Unwell children who are waiting to go home are kept in an isolation area where they can be at least two metres away from others. 	Med	Yes	

			<ul style="list-style-type: none"> • Isolation areas used by unwell staff and children who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces. Cleaning staff should wear PPE. • If unwell children and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any children who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the child becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. 			
Spread of infection	Staff Children Others	Lack of infection control	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to Coronavirus. • Staff and children do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. 	Med	Yes	

			<ul style="list-style-type: none"> • The school in liaison with linked medical professionals will review the needs of children who are vulnerable to infections. • Any additional provisions for children who are vulnerable to infections are put in place by the headteacher, in liaison with the child's parents and medical professionals where necessary. 			
Poor management of infectious diseases	Staff Children Others	Lack of infection control	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a child or staff member has been sent home with suspected Coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a child's symptoms to the Headteacher or SLT as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of Coronavirus. • The school is informed by children' parents when children return to school after having Coronavirus – the school informs the relevant staff. In line with government guidance. • Staff inform the headteacher when they plan to return to work after having Coronavirus. In line with government guidance. • The caretaker monitors the cleaning standards of school cleaning and discusses any additional measures required with regards to managing the spread of Coronavirus. 	Med	Yes	
Lack of communication	Children Staff Parents Others	Infection Control	<ul style="list-style-type: none"> • School staff report immediately to the headteacher about any cases of suspected Coronavirus, even if they are unsure. 	Med	Yes	

			<ul style="list-style-type: none"> • The headteacher contacts the local HPT and follows the advice given and discusses if any further action needs to be taken. • Schools put into place any actions or precautions advised by their local HPT. • Schools keep staff, children and parents adequately updated about any changes to infection control procedures, as necessary. 			
Cleaning while school open	Staff	Infection Control	<ul style="list-style-type: none"> • All hard surfaces to be cleared and cleaned on a regular basis, this will include <ul style="list-style-type: none"> ➢ All door handles ➢ All tables and chairs used by staff and children ➢ Toilet flushes and regular cleaning of toilets. • All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash. • Regular cleaning of surfaces will reduce the risk of spreading the virus. • All used cloths to thrown away to be double bagged and then placed in a secure area i.e. lockable bin. 	Low	Yes	
Statutory Tests and Inspections	Staff Children	Health & Safety Infection Control	<ul style="list-style-type: none"> • Statutory inspections to continue but with social distancing in place at all times. • In-house inspections should continue to ensure the school remains as safe as possible. 	Med	Yes	
Contractors in school	Staff Children	Health & Safety Infection Control	<ul style="list-style-type: none"> • Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. • Control measures regarding the Coronavirus must be included within their RAMs. • School to ensure no children or staff are in the area where contractors are working. 	Med	Yes	

			<ul style="list-style-type: none"> • Contractors will be designated a toilet they can use whilst on site. • Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. • If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately. 			
Emergencies	Staff Children	Infection Control	<ul style="list-style-type: none"> • All staff and children's emergency contact details are up-to-date, including alternative emergency contact details, where required. • Children's parents are contacted as soon as practicable in the event of an emergency. • Staff and children's alternative contacts are contacted where their primary emergency contact cannot be contacted. 	Med	Yes	