

CORPORATE HEALTH & SAFETY SERVICES: CORPORATE RISK ASSESSMENT – RETURN TO FULL CAPACITY OF ALL EYFS PUPILS - COVID-19 SECURE LBTH

Description of Activity	Minimising risk to children, staff and visitors in the EYFS provision during and because of the Covid-19 pandemic.		
Location	St Paul's School EYFS		
Completed by	Kathy Blake		
Date of Assessment	August 24 th 2020	Review Date	Ongoing in line with DFE guidance

Glossary

CT	Caretaker (St Paul's)	PLP	Parent liaison partner
EHT	Executive headteacher	SLT	Senior leadership team
EYLdr	Early Years Leader	SOA	Senior Office Administrator

What are the hazards/risks?	Who and 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
1. Lack of legally appropriate people/leads in the EYFS provision	Children in the provision. No paediatric first aider available.	Safeguarding leads identified and planned to be on site whilst children are present in the EYFS provision. AW is trained first aider. MB is trained first aider	Medium	First Aid at work appropriate for 3-5 year olds during pandemic: https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures#safeguarding-and-welfare	EYLdr	11.6.20
2. Mental wellbeing of the children returning to the setting	Children in the provision. Mental wellbeing/health of the children expected to be low following a long period of quarantine.	Staff planning activities that focus on EYFS curriculum areas of PSED and Communication and Language in order for children to identify and communicate how they are feeling. Creative and physical activities planned so children who may have lacked outdoor opportunities and access to art supplies can be free to express themselves. Otherwise all EYFS learning framework and Development matters will be followed as normal.	Medium	Pastoral curriculum with games, outdoor learning and art to be planned. Children to be given opportunities in the EYFS provision to talk to adults, knowing that it is a safe space. All areas of Development matters to be covered (no access to sand play though)	All staff	Daily
3. Transmission of Covid-19	Children, staff and visitors. Transmission	EYFS team are following PHE guidance on hand cleaning i.e. washing hands for 20 seconds and use of anti-bacterial hand	Medium	Check for regular updates & implement any new guidance from PHE.	All EY staff	Ongoing

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<p>through entering or being present in the EYFS provision.</p>	<p>of virus through close contact, sharing of resources.</p>	<p>sanitiser https://www.gov.uk/coronavirus</p> <p>Children to be asked to wash their hands when entering the space. Parents/carers to enter through main school entrance and to line up 2 metres apart along the Reception ramp by the Reception entrance.</p> <p>Social Distancing of 2m observed wherever possible for adults, with clear markings on the floors indicating how far staff and parents/carers should be from each other.</p> <p>EYFS indoor provision recognises government guidance on space.</p> <p>Soap and hand sanitiser available for staff, children and visitors.</p> <p>Hard surfaces such as floors, door handles, handrails, counter tops, reception and cleaners wipe computer desks in the evening.</p> <p>Door handles cleaned regularly throughout the day.</p> <p>Staff have access to updated PHE guidance. https://www.gov.uk/coronavirus</p> <p>Posters on COVID-19 and advice displayed on entry to the EYFS provision and throughout the provision.</p> <p>We provide tissues and posters 'catch it, bin it, kill it'. Posters displayed on correct hand-washing procedures. Hand soap and sanitiser available for children, staff and visitors. Ensuring plenty of paper towels. Disinfecting all resources, straight after use.</p>		<p>Children sinks in EY to be used. Children use the sinks to wash their hands in no more than two's.</p> <p>Ensure all markings in the provision are in place. Report missing/damaged markings to SLT/Premises Manager.</p> <p>Staff to check supply of soap and hand sanitiser weekly.</p> <p>Staff to ensure daily checks are carried out to ensure the building is clean & report if there are any concerns to the Premises Manager.</p> <p>Ensure adequate antibacterial cleaning supplies available.</p> <p>Ensure that all the relevant and up to date posters are printed and clearly displayed throughout the provision.</p> <p>Check stock of soap, hand sanitiser, paper towels and cleaning supplies.</p> <p>Parents and staff to inform school immediately of any symptoms developed and SLT to be notified immediately.</p>	<p>All EY staff</p> <p>All EY staff</p> <p>All EY staff</p> <p>All EY staff</p> <p>CT/ SOA</p> <p>CT/ SOA</p> <p>SOA/ PLP</p> <p>Admin staff/ SLT</p>	<p>Ongoing</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily/as and when guidance changes</p> <p>Daily</p> <p>Before children return</p> <p>Before children return</p>
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		<p>If anyone or any member of the same household displays symptoms of COVID-19 whilst in the EYFS provision or prior to arriving at the provision however minor, they will be instructed to leave/ not come in to the premises, go/stay at home and follow guidance from the government in regards to isolating. This applies to children, staff and visitors to the EYFS provision. Children and staff in the EYFS 'bubble' should follow guidance on isolating and shielding where there is a confirmed C19 case. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#class-or-group-sizes</p> <p>Children showing symptoms of Covid-19 should be removed from the provision and isolated from others whilst waiting to be collected by their parent/carer. First aid room (back office) will be used if necessary.</p> <p>The provision should be cleaned in accordance with government guidelines: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>All staff and children to be signposted to government testing if they have come into contact with someone who displays Covid-19 symptoms: https://www.gov.uk/coronavirus</p>		<p>A member of staff to wait with the child until collected. Gloves and facemasks to be worn. Guidance to be followed on how to put on, take off and dispose of PPE: https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</p> <p>Instruct Premises Manager/cleaners of the need to deep clean the provision.</p> <p>Negative test results mean children and staff can return to the provision and other members of their household and 'bubble' can end their isolation.</p>	<p>All staff/SLT</p> <p>EYLdr/SLT/CT</p> <p>SOA/ PLP/SLT</p>	<p>When necessary</p> <p>When necessary</p> <p>When necessary</p>
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<p>4. Transmission of Covid 19 virus through staff journeys to school.</p>	<p>Staff travelling to work, using public transport and children and staff in the provision</p>	<p>Staff with under-lying health issues, BAME or vulnerable family members should discuss their working from home arrangements with EYLdr/ EHT.</p> <p>Staff encouraged to drive/walk/cycle to school where appropriate and not use public transport for journeys to and from school.</p> <p>EYLdr to speak to the staff regularly about their wellbeing, individual circumstances and journey into work as well as any new arrangements.</p>	<p>Medium</p>	<p>Check for regular updates & implement any new guidance from PHE on shielded families.</p> <p>Travel arrangements of staff reviewed as and when necessary.</p>	<p>SLT</p> <p>EYLdr/ EHT</p> <p>All staff</p> <p>All staff/ EYLdr</p>	<p>Ongoing</p> <p>Weekly</p> <p>Daily</p>
<p>5. Transmission of Covid 19 through lack of PPE</p>	<p>Staff anxious that Covid-19 maybe air borne and not having the relevant PPE (facemask, disposable gloves, disposable aprons) may increase the risk of catching/developing C19.</p>	<p>Government guidance is that PPE is not needed for staff in educational settings including where it is not always possible to maintain social distancing between adults: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks</p> <p>PPE is only required when a child displays C19 symptoms and requires intimate care.</p> <p>Provision to be kept well ventilated with all windows and doors open upon entry.</p>	<p>Medium</p>	<p>School is providing PPE for staff who need it. Guidance to be shared on how to put on/take off and dispose of PPE. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks</p> <p>EYFS provision supplied with gloves, hand sanitiser and antibacterial spray to help stop the spread within the provision.</p> <p>LA sourcing and supplying settings with PPE.</p>	<p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Daily</p>
<p>6. Risk of Covid 19 if cleaning service is not</p>	<p>Risk of spread of infection if</p>	<p>Cleaning team are aware of which areas of the provision need cleaning and have been kept up to date on which cleaning products can be used.</p>	<p>Medium</p>	<p>Continue to monitor that robust Health and Safety check each morning to ensure the provision is safe to open and operate.</p>	<p>EYLdr/ SOA/ CT and cleaning staff</p>	<p>Daily</p>

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available or cleaning is not strictly adhered to	cleaning is not undertaken	Staff given a cleaning timetable that is to be completed throughout the day and recorded. This includes the wiping down of surfaces, handles, computers and modelling and supervising children with hand washing.		Cleaning products to be ordered if necessary and stocks to be always in supply. Other resources that cannot be cleaned to be stored away and not used.		Daily Daily /weekly Ongoing until deemed safe to use again
7. Transmission of Covid-19 through children		Remind children not to hug or hold hands (children not expected to socially distance in the same way as adults). Children to wash their hands regularly throughout the day and always when they first arrive at school.	Medium	SEND children to have additional learning activities outside of the classroom eg sensory room. Hand washing to take place frequently (p.26 SAGE guidance): https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884760/Our_plan_to_rebuild_The_UK_Government_s_COVID-19_recovery_strategy.pdf SENDco will set out individual risk assessments for SEND children, which are shared with staff and parents.	All staff/ SENDco	Ongoing and risk assessments reviewed as and when
8. Risk of staff anxiety and stress levels being high	Staff's emotional needs at risk: anxiety, worry and low mood. Anxiety around the pandemic to decrease productivity, lead to ill-health and impact on children in the	EYLdr to talk with staff daily regarding their wellbeing and learning both in and out of the provision. Staff signposted to wider professional care where appropriate through LBTH, for example counselling for death and bereavement due to C19. EYFS risk assessment and any amendments to be shared with staff in the provision.	Medium	Place2be is available for staff Wider services recommended through referral if necessary. Ensure that staff are aware of how to minimise the risks, therefore making staff feel safe and reducing staff levels of anxiety/stress.	All staff	Ongoing

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	provision.					
9. Eating and drinking within the classroom	Risk of spread of COVID if procedures not followed.	Children will be asked to bring in a water bottle. They will be kept in snack area for them to use. Children will sit on the carpet for snack time and snacks given to them by an adult. They wash their hands before and after snack time. Lunchtimes will take place in the nursery and reception classrooms.	Low	Ensure all EY staff are aware of drinking and eating changes.	EYLdr	Ongoing
10. Lunchtimes	Risk of spread of COVID 19 if procedures not followed	Children will wash their hands before and after lunch using the toilets in either the nursery classroom or the reception classroom. Only 2 children will use the toilet and sink area at one time. EY staff will clean the tables and sweep the floor after lunch.	Low	Ensure all EY staff aware of the procedures and cleaning regime.	EYLdr	Ongoing
11. Drop off and collection	Risk of spread of COVID-19	Parents to line up on the Reception ramp respecting social distancing of 2 metres. Teacher to come out to take the children inside. Parent to follow the one way system	Medium	Ensure all EY staff aware of the procedures and the one way system.	EYLdr	Ongoing

Overall Residual Risk for Activity (L / M / H):	M
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Level of Risk	Suggested Action Monitoring and Yearly risk assessment
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended