

Hurlingham Nursery School

COVID-19 Risk Assessment

Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Re-assessment	Remarks
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe. (19.8.20)	Safeguarding policy has been reviewed and is up to date. All staff to undertake Child Protection and Safeguarding training prior to the start of term. DR & GK DSL trained. Staff have been consulted regarding safety measures and will monitor the children and will raise any concerns with the DSL.	1.10.20 All training completed.	
B	Government advice not being regularly accessed, assessed, recorded and applied.	Government advice is accessed daily and any new or amended advice is then reflected in our procedures.	Regularly updates received & reviewed. SG & DR will disseminate any changes to procedures to all staff and parents as required.	
C	Unions not consulted over plans. (19.8.20)	To the best of the knowledge and belief of the Proprietor, there is no formal Union representation in the school, even though the school acknowledges the right of employees to join a union and a formal arrangement would be welcomed should staff wish a group to be arranged. Plans for the reopening process have been shared with staff at all stages and agreed by them.		
D	Changes not regularly communicated to staff, pupils, parents and Board of Advisors (19.8.20)	Regular teaching team staff meetings and SLT discussions will continue and full guidance and proposed protocols will be disseminated to all staff in staff meetings prior to the start of term. Parents have been given access to a fully re-worked Parents' Information Booklet which contains details of the planned reopening structure.		

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		All relevant documentation has been shared with the Board of Advisors.		
E	Changes to assessments, procedures and other important matters not reviewed by Board of Advisors	Comments invited from all members of the Board of Advisors prior to 1.9.20.		
F	Insurers not consulted with school's re-opening and / or amended plans	JF has informed Insurers of the School's intention to reopen fully on 3.9.20.		
G	Suspended services and subscriptions not re-set.	All services have been re-activated. Detailed discussions with Connect catering have taken place.		
H	Access to school not controlled effectively and visitor (if allowed) details not recorded.	No parents will be permitted into school. Any other visitors will be minimised to essential visits only; they will then continue to be recorded in the usual way using our Inventory facility. All show-arounds take place after the end of school day.		
I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Clear guidance will be given to ALL members of staff prior to reopening. Connect catering has a very clear hygiene policy to cover COVID-19.	Staff and parents reminded regularly about social distancing requirements. Additional reminder sent to staff and parents 2.11.10	
J	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	SG and DR will ensure that all staff are reminded and that they in turn remind the pupils on a regular basis. All staff to undertake Infection Prevention and Control in Education training prior to the start of term.	Regular handwashing now firmly embedded as part of the school day. 1.10.20	
K	Insufficient supplies of hygiene materials and not being suitably placed.	Sufficient supplies of all hygiene materials have been purchased and additional wall mounts for hand sanitiser are	Store cupboard remains fully stocked. 1.10.20	

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		being fitted. Additional hand washing facilities have been installed on the top floor playground and the first floor fire escape landing. There is also a supply of tissues for the classrooms.	Staff to be reminded of requirement for this 2.11.20	
L	Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc. (19.8.20)	HB is liaising with the cleaning contractor to ensure thorough, longer cleans each evening. A fogging machine is being purchased to ensure that all areas are thoroughly disinfected at the end of each day. A staff duty rota will ensure the regular cleaning of handles etc during the school day.	Store cupboard remains fully stocked. 1.10.20 Cleaners to ensure all hand sanitiser & soap dispensers are refilled 2.11.20	
M	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Staff ensure regular cleaning of any instruments, stationery or toys used. Other items will be limited to small groups and cleaned regularly.		
N	High risk areas not being regularly monitored for hygiene.	DR to oversee this on a daily basis.		
O	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	Detailed plans for full reopening have been drawn up and will be monitored closely to ensure they reflect any changes to government guidelines as soon as they are published. Re-closing will see a reversion to the remote delivery of lessons which took place over the period of closure in the Summer term.		
P	All hazards identified properly mitigated and regularly re-assessed?	Continuous monitoring of any hazards will be ongoing.		

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Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Reassessment	Remarks
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	Regular communication via email and Firefly is working well and any issues are being reported to MC, who resolves them rapidly, efficiently and comprehensively.		
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and Board of Advisors	All email communication will be responded to in the normal way with teachers and the School office the first port of call in most instances.		
3	No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	FG nominated to have overall responsibility for all Covid matters. This is done in close consultation with Head and SLT.		
4	No system to communicate with parents and staff that have not returned to school for fear of infection.	All staff continue to receive work emails (even if furloughed) to ensure that they are aware of what is going on. All parents are included in any emails that are relevant to their children irrespective of whether their children are in school or not.		
5	Lack of knowledge of where pupils / staff have travelled from (other than home and school). (via app or written diary?)	All parents and staff will be reminded prior to the start of term that they adhere to any quarantining restrictions required in respect of recent overseas travel.	Covid questionnaire completed by all parents. 2.9.20	
6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Rules and procedures will be clear, monitored and standards enforced by DR.	Staff have a clear understanding of	

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			requirements. DR to send reminder 2.11.20	
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	All relevant information will be disseminated to staff when appropriate.	Ongoing.	
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	Minibus usage will be kept to a minimum and restricted to Forest School and thoroughly disinfected each week.		
9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	Confirmed. Parents to remain SD outside the school gate with Pre-school and nursery queuing in alternate directions on Gwendolen Avenue at drop off and pick-up.	Parents are reminded regularly to observe SD at drop off & pick up. Parents requirement to wear face coverings from 3.11.20	
10	Insufficient registration throughout the day including lack of temperature / health checks.	All temperatures (including staff) to be taken at the start of the day and again at lunchtime. Registration to take place AM and PM as usual.		
11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	SD is not possible in corridors but every effort will be made to ensure they are used by only one 'bubble' at a time when practical.	Staff to be permitted/encouraged to eat lunch in their classrooms from 3.11.20. Either packed lunch or bring in a sealed container to collect from kitchen.	
12	Learning and recreational spaces not configured to SD rules.	Playground timetabled for use by only one 'bubble' at a time. There will be two lunch sittings to ensure that SD rules can be adhered to.	All working well.	

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13	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Children are kept in their classes with timings of the day and timetable set accordingly.		
14	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Form Teachers will continue to provide Pastoral Care to all children within their groups and will liaise between home and school as appropriate. All staff are to undertake Mental Health and Wellbeing in Young People training before the start of term and SLT will be trained in Supporting Staff Wellbeing in Schools. Key staff will also receive bereavement training.	Staff now able to access support & counselling through Health Assured subscription. In school counselling for pupils being explored. Sem/webinars for parents being arranged. 3.10.20	

Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Reassessment	Remarks
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	All staff fully versed in safeguarding, code of conduct, policies etc – all available to view on Firefly. Full induction for all new members of staff will take place prior to the start of term.	All policies & docs now shared on Google docs.	
2	DSL and ADSL not easily contacted and their contact information not known to all.	All staff have a card with contact details for the DSL and all DMSs.		
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Protocols to be adopted were all set out in a formal letter to parents, which was shared with all staff. The school also has a Covid specific Pandemic Policy and Plan.		

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4	Fire drills, routes and assembly points not rehearsed.	Fire evacuation routes and assembly points will remain the same.	Alarm has been sounded to remind all pupils what it sounds like. Two fire evacuation practices have been carried out –30.09.20 & 14.10.20. 1.10.20	
5	Class sizes not reduced and kept together in their “bubble” (minimising contact with others) or properly supervised.	Class sizes are not being reduced but the School will be maintaining Pre-School and Nursery Group bubbles and moving around the building will be kept to minimum.		
6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	Timetable & facilities have been arranged that are appropriate for the different age groups.		
7	Staff not having sufficient down time / rest during the working day / week?	Additional staff have been employed to ensure sufficient breaks can be arranged.		
8	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	All pupils will be given detailed induction and guidance about the new regulations as appropriate for their age and understanding. All new staff to be inducted in the usual way by DR. All new recruits have been subject to our standard recruitment checks and procedures.		
9	SCR and required documents not properly verified or recorded.	GD is ensuring that all SCR requirements are met and recorded.	Checked – 2.9.20	
10	Plans for working and learning outside not fully considered.	It is likely that opportunities for this will be more limited than during the Summer term but guidance will be given to teachers and each of them is responsible for assessing the viability of conducting each lesson outside.		

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11	Opportunities for non contact sport, adventure play, gardening etc not regulated or considered	The adventure playground is now back in use with thorough cleaning the equipment in between sessions. Forest School has been reinstated.		
12	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Clear bullet point guidance will be disseminated to all staff to back up protocols discussed at staff meetings. Staff will remind children of the rules on a regular basis. Parents will not be permitted on site. Numbers of visitors will be minimised, and any who do have to attend will be reminded of SD rules.	Parents evenings, parent meetings, all being delivered remotely. Parent tours - wearing masks, hand sanitised on entering, no entering any classrooms.	
13	Drama, dance and music activities not applying SD or hygiene rules	Clear bullet point guidance will be disseminated to all staff to back up protocols discussed at staff meetings. Staff will remind children of the rules on a regular basis.		
14	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	Standard risk assessments will be followed for these subjects, and they will be taught whenever deemed appropriate for SD by their usual staff members. This COVID risk assessment extends to the existing documentation.		
15	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff meetings will continue to take place in a SD manner. The staff room is limited to 6 members of staff at a time and will be cleaned regularly.	Staff to be encouraged/permitted to eat lunch in their classrooms – see above.	
16	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	HB – all Security, CCTV & access systems functioning properly.		
17	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Drop-off and pick-up procedures to be shared with all parents and staff via email prior to the start of term. Clear signage will also be in place in relevant areas.		

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18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Corridors will be managed by adherence to the timetable. Social zones will not be in use with the exception of the playgrounds which will be used by one bubble at a time.		
19	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	Desks have been separated as far as possible. Teachers will supervise regular cleaning between bubbles. All specialist teachers will maintain SD.	Specialist teachers are maintaining their distance with children and staff.	
20	Minimising contact and mixing not effective in the classroom and during breaks.	Staff will remind children of the need for SD but most importantly the 'bubbles' will be kept separate. This will be achieved through the staggering of break sessions and timetable changes.		
21	No regular breaks for handwashing during the school day.	Handwashing will take place at regular points throughout the day.		
22	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc (16.5.20)	Taps in ground floor wash-hand basins have been changed to compression taps to prevent the need for touching after washing.		
23	Hygiene stations not stocked, checked and cleaned regularly.	HB & DR to oversee this.	Cleaners to check and restock all 2.11.20	
24	Unnecessary items not removed from classrooms and other learning environments.	All unnecessary items have been removed.		
25	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	All removed and stored.		
26	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	All staff will be in School from the start of term.		
27	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	See timetable. This will be reviewed during the first week to ensure it works in practice.		

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28	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	<p>Connect Catering to provide two lunch sittings to allow for appropriate distancing.</p> <p>Lunch times are staggered to facilitate this.</p> <p>Morning and afternoon fruit snacks will be prepared by key workers using appropriate PPE.</p>		
29	Hazards and risks of providing breakfast and after school clubs not understood.	Tea Club will take place in ground floor classrooms and Pre-school and Nursery bubbles maintained wherever possible subject to staffing and ratio requirements.	All working well and hot food being provided. 1.10.20	
30	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	<p>All staff have been consulted and risk assessments completed for any vulnerable staff.</p> <p>Any children considered particularly vulnerable will be assessed on an individual basis. Other medical conditions will be managed in the usual way.</p>	DR to invite any staff with particular concerns to contact her asap. 2.11.20	
31	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	<p>Pastoral Care for children will be provided by Form Teachers, and for staff by the Head and Principal. Recommendations of counsellors and psychotherapists familiar with the school will be made to parents and/or staff members as deemed appropriate.</p> <p>All staff are to undertake Mental Health and Wellbeing in Young People training before the start of term and SLT will be trained in Supporting Staff Wellbeing in Schools.</p>	<p>Subscription to Health Assured – available to all staff has been implemented.</p> <p>Complete. 2.9.20</p>	
32	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	The timetable will be kept under review.		

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Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Reassessment	Remarks
1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.	Temperatures will be taken every morning but it is understood that this will not necessarily identify any/all cases. Everyone is aware of the symptoms and parents have been reminded of the need for vigilance in not sending children in who display <u>any sign</u> of being unwell. All parents have been asked to confirm that they will collect their child(ren) immediately should symptoms of any illness present themselves. Isolation room will be the disabled toilet on the ground floor and parents will collect from double doors by kitchen.	Private arrangement with local testing facility for discounted rate for Hurlingham community. Test results within 24 hours. 14.9.20	
2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Appropriate signage in place and reinforced by staff.		
3	No / insufficient staff supervising / supporting normal medical staff?	Appropriate numbers of first aid trained staff in school.		
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Additional temporary staff have been employed where necessary.		
5	Insufficient First Aid trained personnel (ratio) for pupils in school	Ratios are compliant.		
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	All staff charged with temperature testing will receive appropriate training prior to 1.9.20.		
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	Code red posters will be updated at the start of term and usual protocols will continue to apply.		
8	Medical room(s) improperly equipped.	Medical room and remote first aid boxes are fully stocked.		

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9	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	In line with Government recommendations, PPE will not generally be worn by staff in school with the following exceptions: <ul style="list-style-type: none"> • If a member of staff wishes to do • Gloves must be worn whilst undertaking any cleaning tasks • Gloves must be worn for administering any nappy changing, first aid and potentially an apron and mask (depending on the circumstances) for any medical care where the recipient is displaying symptoms of Covid-19. 		
10	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Parents and staff will continue to be reminded of this.		
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	All members of staff have been risk assessed on an individual basis. Government recommendations are such that pupils all of primary school age are considered low risk unless they have any underlying health issues.		
12	School unaware of any staff and pupil pre-existing medical conditions.	All staff have been asked to provide details of any pre-existing medical conditions on two occasions; 2.3.20 & 12.5.20	SG/DR to remind staff to speak to him/her if concerned.	
13	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). (16.5.20)	All parents will be asked to complete a Firefly survey prior to 1.9.20. Staff to notify DR or FG.		
14	Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.	Following point 13 above, records of test results, along with any consequent actions, will be maintained by FG.		
15	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a	All staff and pupils sent home will continue to be recorded on the school database by CE.	CE records this information on the school database.	

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	cough, high temperature or shortness of breath).			
16	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	DR will be in regular contact with any member of staff isolating at home and form teachers will maintain a dialogue with the parents of any children who need to self-isolate.		
17	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	All families will be consulted again prior to the start of term and asked to provide details of any reasons why a child is unable to attend school.		
18	Insufficient proof of shielding and individual conditions?	Medical evidence has been requested wherever appropriate.		
19	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Temperature testing to take place outside the building every morning. The medical room will continue to be used in most cases for general first aid. Any child or member of staff displaying symptoms which may indicate they have Coronavirus will be isolated in the ground floor disabled toilet until they are collected or, in the case of staff, sent home immediately.		
20	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Forehead thermoeters in use which which allow for distance to be maintained but in most cases temperatures will be taken by a member of staff from the child's bubble. Staff temperatures will be taken every morning. Pupil temperatures on arrival will not be recorded but no child with a temperature of more than 37.8° or 99.5° will be permitted in to school.		
21	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Procedures in place in line with usual protocols.		

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22	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils (16.5.20)	The site is in London and surrounded by sources of medical assistance that remain open and operational.		
23	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	DR to oversee.		
24	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	HB will ensure this is carried out if an emergency contractor is required on site but no essential work is anticipated during the school day.		
25	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	We have a good supply of masks, gloves, aprons hand sanitiser and soap.		
26	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	Parents have been told that children need to come to school in clean clothes every day.		

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Reassessment	Remarks
1	Support staff not briefed on changes regularly.	All support staff fully briefed prior to 1.9.20		
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Sufficient PPE & cleaning materials on site. DR to oversee training.		
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	HB & FG to oversee.		
4	Security and access systems not regularly checked, updated and re-coded.	All up to date.		
5	Reconfigured areas, zones and routes hampering fire exits and routes.	All fire exit routes clear and playground fully accessible.		
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Existing routes remain in use – all clear.		

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Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Reassessment	Remarks
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Weather permitting, air conditioning not in use during this period as windows will be fully opened. As the weather becomes colder, however, it will be necessary to use the heating system.	Heating to be used from 2.11.20. Air purification systems (certified to remove covid-19 from the air) have been fitted in all of the classrooms, school office, medical room, staff room & science lab. 2.11.20	
2	Insufficient gas supply, venting and valves?	Gas supply, venting and valves sufficient and checked		
3	Air conditioning units, ducts not checked on re-occupying school facilities. (17.5.20)	N/a but regular servicing carried out as usual.		
4	Ventilation and extraction systems not checked. (16.5.20)	Ventilation and extraction systems sufficient and checked	Windows to be kept shut now that Air purification systems (certified to remove covid-19 from the air) have been fitted in all of the classrooms, school office, medical room, staff room & science lab. 2.11.20	
5	Electrical tests not up-to-date including emergency lighting and PAT	All up-to-date		
6	All electrical equipment bought in to school PAT tested? (16.5.20)	Yes		
7	Water testing for temperature, flow and legionella not in date for test.	HB will continue usual protocols for testing and recording temperatures.		
8	Water supply not tested for legionella on re-opening facilities. (16.5.20)	HB will continue usual protocols for testing and recording absence of legionella.		
9	Fire alarm panel, system and extinguishers not in date and not serviced.	All up to date.		
10	Kitchen not reconfigured, stocked and cleaned if closed over a long period. (16.5.20)	Connect will do this prior to 1.9.20		
11	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Connect arranging catering. HB liased with Cleaning contractor.		

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		FG to oversee.		
12	Insufficient drinking supplies and hydration available.	Drinking water fountains – not to be used except to fill water bottles. All children to bring in their own water bottle each morning which must be kept on their desk and can be refilled during the day.		
13	Suppliers not following appropriate SD and hygiene measures	HB and Connect will oversee this.		
14	Waste procedures not reviewed or sufficient.	Usual waste collection resumed.		
15	Pest control services not recorded, deficiencies not identified or actioned.	Pest control contractor to continue as usual.		
16	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All school minibuses registered and insured.		