

Risk Assessment under Pinewood's Health and Safety Policy

Area of Responsibility: For the full return of Pre – Prep including EYFS areas and Top Field and dining hall.

Assessor Ruth Hall & V.Buckley Date 13.08.20 updated 21/08/20 Updated RH 26/08/20 Updated VB 01/09/20

	Hazard	Potential Risk	Grading (1 (low) -3)		Precautions in place
			Probability	Severity	
A	Infection from individuals who come into the Pre-Prep building.	Transmission of CV19	1	2	<p>Parents will receive a letter from the Headmaster explaining school procedure with regards to what happens when a pupil or anyone in their household are displaying symptoms of coronavirus. They must not attend the school setting & follow government guidelines as specified re self-isolation. Pupils who have been given Calpol will also not be allowed in the setting.</p> <p>Staff with symptoms or anyone in their household displaying symptoms will not be able to attend school until COVID 19 tests are returned negative and must follow government guidelines.</p> <p>Parents and carers will drop off and collect from Pre-Prep road entrance. The Head and Deputy Head of Pre-Prep will assist children in and out of cars as necessary following hygiene recommendations. Parents and carers will not enter the building. If a child has to enter with an adult then only 1 adult can enter with a child and at a staggered time.</p> <p>Visitors to the site will be limited and there are strict hygiene rules in place. Visitors will be accompanied and given guidance about their visit. Visitors to the school site will be kept to a minimum. A member of staff wishing to invite a</p>

					<p>visitor on site should first speak to their line manager to obtain approval for this.</p> <p>Parents must not enter the school buildings at drop off or pick up or at any other time other than for pre-booked meetings as below. Parent – teacher meetings will take place by phone or virtually in the first instance and where a physical meeting is requested this will be pre-arranged with strict social distancing in place. Parents must not enter the school buildings at any time outside of such meetings and any parents found entering the buildings without express permission will be considered to be putting staff and pupils at risk and will be asked to leave immediately.</p> <p>Parents requiring other assistance (for example lost property, minibus queries etc.) should in the first instance email the School Office or make contact by telephone. Parents should not to enter the School building to visit the School Office or any other without prior planned permission.</p> <p>Children will only be allowed to bring a coat, water bottle and resources necessary for educational purposes only onto the site. There can be no soft toys, comforters, show and tell items brought in from home, in order to minimise transmission, unless they are deemed essential.</p>
B	Infection from staff or pupils displaying symptoms during the school day.	Transmission of CV19	1	2	<p>If a pupil was to show any symptoms surgery would be contacted and whole school isolation procedures followed. Please see whole school RA. Online work would be provided immediately for any child required to isolate. Staff displaying symptoms will be asked to leave the site and follow government</p>

				<p>guidelines/ring 111 for advice. As a key worker staff must be tested. The Headmaster must be informed immediately.</p> <p>Thermometers will be available in a central area in PP and the isolation rooms and need to be wiped down after use.</p> <p>Isolation and First-aid points – There will be 2 dedicated isolation areas in the Pre-Prep for the EYFS and the Year 1 & 2 pods.</p> <p>Staff or children will isolate until collection can be arranged.</p> <p>Any child who falls ill within the school day will be sent to one of the isolation pods where they will isolate before being collected and leaving the site.</p> <p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow <u>‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</u>, which sets out that they should self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently</p>
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					<p>tests positive.</p> <p>Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The affected area should be clean as per school protocol as soon as possible after someone with symptoms has left to reduce the risk of passing the infection on to other people.</p> <p>PPE is available for first-aid trained staff should they need to attend a child without following the social distancing guidelines laid out herein.</p> <p>Staff are to heed any NHS test and trace service, notifications to self-isolate in order to prevent possible onward transmission of Covid-19’.</p> <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home</p>
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					<p>those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>Parents or Guardians must inform the Headmaster of the result of the test or their continued health status so appropriate steps can be taken.</p>
C	Infection from inadequate hygiene routines on site.	Transmission of CV19	1	2	<p>Effective infection protection and control includes: Gloves or hand sanitiser to be used in between each support for a child (this can be opening car door, holding a hand as child steps down, supporting a distressed child) Briefing for pupils daily to include hygiene methods. This includes: - covering a cough or sneeze with tissue and throwing it away or into the crook of the arm. Ensure good respiratory hygiene and promote 'catch it, bin it, kill it'. Bins to have lids and be emptied regularly. - Enforced regular washing of hands with soap and water during school day:</p>

					<p>Hands must be washed on entering the PP building by staff and pupils. This will be either with sanitiser or in cloakrooms dependent on pod location in order to avoid congestion on the Pre-Prep site.</p> <p>Hands must be washed after using the toilets.</p> <p>Hands must be washed before touching food/drinks.</p> <p>Hands must be washed with sanitiser before going to Top Field/EY playground & on return into the building by staff and pupils.</p> <p>Hands to be washed on entering and leaving different rooms.</p> <p>Hands must be sanitised before leaving the building to go home.</p> <p>Extra handwashing using soap and water for 20 seconds ensuring all parts of the hands are covered must be regular throughout the day.</p> <p>Frequently touched surfaces – desks, tables, door handles for example to be cleaned regularly by staff and domestic team throughout the day using detergents/wipes. Milton sprays are safely stored in every room.</p> <p>Extra signage to display Government advice.</p> <p>No food/ drink items to be shared by touching.</p> <p>Snacks to be provided by school in separate containers for each pod.</p> <p>Toilet areas to be cleaned regularly within the day, including handles to cubicles and tap handles.</p> <p>In the case of intimate care 2 adults must be present in line with safeguarding policies. Staff must wear PPE apron and gloves and masks are also available. The member of staff acting as a witness may also wish to wear a mask.</p> <p>Children & staff will have their own pack of resources (stationery, whiteboards etc) which is not to be shared with others.</p> <p>Teacher's computers and keyboards to be wiped</p>
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				<p>down regularly and must be wiped down if another adult is to use the keyboard.</p> <p>Any shared equipment used by the 'pod' is to be sanitised each morning and not to be shared with another 'pod'. In order to effectively teach the breadth of the curriculum additional classroom-based resources such as books and games that are shared within pods will be cleaned regularly along with all frequently touched surfaces. Where possible, equipment to be chosen that can be cleaned effectively.</p> <p>Boxes of books will remain in a pod for a week and then the box will be taken to a safe space away from staff and children. Another box will be given to each pod for the following week.</p> <p>Resources that are shared between pods, e.g. sports, art, science equipment should be cleaned meticulously and rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours if plastic) between use by different pods. Equipment and resources used by creche and ladybirds are specific to those facilities and must not be used by other pods.</p> <p>In order to support children's progress in reading, individual reading books can be taken home. Information will be given to parents outlining the importance of minimising contamination. When books are returned to school the cleaning and rotation procedure will be followed.</p> <p>Equipment used by staff (laminator, strimmer, photocopier) will be required to be wiped after each use by the member of staff who has just used it. Wipes will be available in the workroom.</p> <p>Ipads & learnpads for the children can be used and can still be accessed in the workroom and PP library. They must be wiped down before use and child remains with the same learnpad for the activity. They must be wiped clean before putting</p>
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					back into charging box each evening. They must not be left in classrooms. The wipes will be kept next to the charging units. Any PPE clothing is to be disposed of in a normal black refuse bin.
D	Infection from inadequate social distancing.	Transmission of CV19	1	2	<p>Social distancing facilitated by restructuring working arrangements and classes. Extra signage to display Government advice. Parents will be asked to put all day sun cream on children before they come to school if necessary. Children will be wearing PE kits as uniform in order to reduce the amount of adult contact when a child is changing. Each child will be collected from the car and taken into their pod via a dedicated entrance. Each child in a pod will be sat at a forward-facing desk and sat side by side where possible. Each child will have their own pack of stationery in a drawer on/under the table so there is no need to move from the table unless necessary. Children will be encouraged throughout a day to keep a distance from children in the same pod where possible. Pods will not mix. Children will be encouraged to keep a recommended 2 metre distance from adults.</p> <p>Staff should maintain a distance of 2 metres between themselves and other adults wherever possible. Where this is not possible this can reduce to 1 metre+ with additional protective measures in place.</p> <p>Staff should also maintain 2 metres from children wherever possible. When this is not possible due to</p>

				<p>the educational and care needs of the children, then they should avoid close face to face contact and minimise time spent within 1 metre of each child.</p> <p>Staff should keep any background noise or accompanying music to levels which do not encourage teachers or others to raise their voices unduly.</p> <p>Top Field will be divided into two and each pod will have a designated half for the day. Staff will be informed of rules within the area and how equipment will be sanitised. Playtimes, toilet times, line up times will be staggered between pods so that there is less traffic on paths and through doors to classrooms.</p> <p>Outdoor learning is encouraged following government advice.</p> <p>Restricted members of staff work with each pod throughout a week.</p> <p>The workroom will be sectioned and numbers limited to 3 staff at any one time in the work room. There is no access to children into this area.</p> <p>The staffroom has been restructured and staff are encouraged to have breaks within their pod or outside.</p> <p>Where possible assemblies and story times will be delivered within pods. If necessary activities of this nature will be watched online from each pod.</p> <p>Planning will be reviewed on an on-going basis to reflect social distancing measures are in place where possible</p> <p>Visitors will be limited and they will be</p>
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					<p>accompanied in order that social distancing rules are adhered to.</p> <p>If the fire alarms go off children can be evacuated as normal. A fire risk is deemed greater than a risk of infection.</p> <p>Office staff will remain at a 2 metre distance and desks are fitted with a Perspex screen.</p>
E	Domestic staff entering pod and risking infection	Transmission of CV19	1	2	<p>If a child is sick or has an accident and domestic staff are required to deep clean the area then priority for the pod staff are the children in their care. Children should be removed from the pod and taken outside (if wet an empty room). Domestic staff will enter the pod wearing PPE and it is advised that the pod is then left for as long as feasibly possible within a school day. Domestic staff will be entering the pod daily when children are not in school to clean each area.</p>
F	Inadequate medical supplies	Inability to treat pupils	1	2	<p>Regular review of supplies and forecasting for future events will be the responsibility of the School Nurse, or an appropriate substitute in the absence of the School Nurse.</p> <p>Communicate lack of necessary medical supplies to parents of children affected. Children with specific medical needs may be asked to supply additional medication or remain off site.</p>
G	Infection from first aid/medical needs.	Transmission of CV19	1	2	<p>Children who trip over/require cold compresses/plasters cream will be cared for by pod member of staff or duty staff if outdoors. Staff must wear gloves & aprons/masks will be available. Cold compresses will all be single use plastic. Paediatric trained staff will be required to apply creams, plasters on Early Years children. Parents will be emailed re any</p>

					minor bumps & grazes in place of the home book. Named medicine/inhalers will be stored in surgery and administered in line with whole school procedures.
H	Inadequate hygiene routines on site	Transmission of infectious disease	1	1	Surgery will look after the medical needs of staff and children and will be first port of call if there are issues
I	Pupils/staff bringing food onto site which has an allergy risk to others.	Risk of allergic reactions causing harm.	1	2	Parents will be reminded that we are a nut, cinnamon & sesame free school. Staff are aware but will be reminded. Children who have a serious allergy which requires an epi-pen for example will have a separate risk assessment which will be shared and discussed with parents. All staff will be made aware and will need to email surgery to confirm that they have read and understood the individual child's RA.
J	Inadequate safeguarding/child protection.	Harm to children or adults.	1	3	Up to date safeguarding policies will continue to be followed. In addition, all staff will have phone contact to the office or walkie-talkie's in the classroom which can be used to contact RH/VB in the office, therefore limiting staff going in and out of the pod if there are concerns or a need for a member of staff to leave a pod. All staff have read and understood the amended latest safeguarding policy dated from 1 st June and have emailed CAG to confirm.
K	Inadequate support of staff well-being and that of children.	Mental health issues	1	2	VB will remain in role as support for children who may be anxious about the current situation and need extra support. Both RH/VB understand the anxiety of staff over the current situation and workload. Staff will be encouraged to voice any anxieties/concerns with RH/VB in order that actions can be taken

					to support individuals within the team. Virtual support meetings can be arranged as necessary. Staff will be reminded of this by email and at staff meetings. The schools employee assistance programme remains in place which includes a telephone help line in the first instance.
L	Contamination of individuals within Dining Hall.	Transmission of CV-19	1	2	Precautions in place. Pods to enter and exit dining hall separately. Seating arrangements to ensure minimum 2 & half metres between pods. Due to the age of the children it is necessary that for staff to support children during lunch times. However, the numbers of children per table will be reduced in order to accommodate a larger distance between child and adult. In line with the catering RA, children will have sanitised hands etc,
M	Contamination from another setting	Transmission of CV-19	1	2	Where a Nursery child routinely attends more than one setting on a part time basis e.g. there is a need to attend alternative provision or special school, the setting will be contacted and systems of controls in each setting discussed, enabling both settings to address any risks that are identified. These will be discussed with the Headmaster before agreeing a way forward.

Recommendations and Advice (further resources, training etc.)

All staff to continually review if the RA measures are working and to update VB/RH with any difficulties/concerns.

VB/RH to review weekly and as and when issues are raised.

Parents to be advised of hygiene rules within school.

Staff recommended to wash clothes at the end of a working day.

Children will be wearing PE kit daily for ease of changing and washing.

Health & Safety checklists for Top Field & the Early Years playground will be revised and checked each time Top Field/EYFS playground is entered. Checklists will be countersigned by VB/NS.