COVID-19 Risk Assessment for Mighty Oaks Little Acorns Ltd – Updated 6/01/2021

ASSESS
Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.
*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission and comply with DfE 'system of control' requirements. Each setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing. This format does not have to be used but your local risk assessment must be suitable and sufficient.
Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public. **Vulnerable groups:** Where settings apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate for those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	**Prepare Employees, Parents and pupils and other site users**	**Control Access and Visitors**	**Minimise contacts and social distancing**	**Infection Control Measures**	**Communicate and Review Arrangements**
Buildings • Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). • Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). • Ventilation and AC systems working	**Employees** • Involve employees in plans to return to nursery and listen to any suggestions on preventative measures that can be taken. • Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary	**Access** • Entry points to setting controlled (including deliveries such as ASDA). • Building access rules clearly communicated through signage on entrances. • Nursery start times staggered so bubbles arrive at different times.	Minimising contacts and mixing between people reduces transmission of COVID-19 and the setting I will consider how to implement this. **'Bubbles'** • Small, consistent groups of pupils split into bubbles. • Class groups will be kept together in separate 'bubbles' throughout the day	**Minimise contact with individuals who are unwell:** • Refer to PHE guidance. • Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend nursery. • If anyone becomes unwell at nursery they will be isolated, sent	• Risk assessment published and updated on setting website. • Nominated employees tasked to monitoring protection measures. New staff receive training during induction. • Two staff members are pregnant – risk assessment written in line with

optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). • Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified. • Ensure setting has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. • Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. • Provide sufficient tissues in all rooms. • Consider if the setting site can be split into separate zones where groups of pupils can remain to minimise mixing. • Consider separate facilities be provided for meals and refreshments in different zones • Evaluate the capacity of rooms and shared areas. • Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise	conduct individual risk assessments. • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular staff briefings. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend setting. • Information shared about testing available for those with symptoms. • Managers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas	• Floor markings outside setting to indicate distancing rules (if queuing during peak times). • Shared pens removed from reception/office • Hand sanitiser provided at all entrances and classrooms, staff have clip on hand sanitiser bottles to wear all the time. • Staff and visitors to remove face coverings at setting and wash hands immediately on arrival. • Covered bins provided on entrances to dispose of temporary face coverings. • Sealable plastic bags provided for reusable face coverings to take home with them. • Gathering at the school gates prohibited. • Staff on duty outside setting to monitor protection measures. **Visitors**	and do not mix with other groups. • Bubbles will be reviewed if attendance dwindles. **Minimise mixing** • Whatever the size of the bubble, they are to be kept apart from other groups where possible. • Groups use the same area of a setting throughout the day. • Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. • Pupil movements around the setting site, either in groups or individuals is controlled to limit contact and mixing. • Groups will stay within a specific "zone" of the site to minimise mixing. • Separate spaces for each group clearly indicated. • Multiple groups do not use outdoor	home and provided with information on what to do next. • An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child). • Staff caring a child awaiting collection to keep a distance of 2 metres. • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after they have left. • Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following • 10 days and follow government	'COVID-19 guidance regarding pregnancy. • Doors and windows kept open where possible. • Staff encouraged to report any non compliance. • The effectiveness of prevention measures will be monitored by Directors. • This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance. Reviewed 6/1/2021 National Lockdown • Floor markings and posters to maintained • Directors can refer staff for priority testing. • All staff issued with face shields to wear when answering the door. • Separate faces shields issued to all staff to wear

seating plans, safe capacity etc.
• Consider door signs mounted to identify max number in room / toilets at one time.
• COVID-19 posters/ signage displayed.
• Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered.
• In areas where queues may form, put down floor markings to indicate distancing.
• Can separate doors be used for in and out of the building (to avoid crossing paths).
• Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding.
• Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).
• Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different
	for equipment use).
	• Identify and plan lessons that could take place outdoors.
	
	Parents/pupils
	• Review EHCPs where required.
	• Educate children before they return about expectations around hygiene.
	• Communicate to parents on the preventative measures being taken.
	• Post the risk assessment or details of measures on setting website.
	• Parents and children informed about the process that has been agreed for drop off and collection.
	• Ensure parents have a point of contact for reassurance as to the plans put in place.
	• Limit the equipment children bring into setting each day to essentials such as
		• Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.).
		• Parents/carers and visitors coming onto the site without an appointment is not to be permitted.
		• Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.
		• Where possible visits arranged outside of school hours.
		• A record kept of all visitors to assist NHS Test and Trace, including:
		  o the name;
		  o a contact phone number;
		  o date of visit;
		  o arrival and departure time;
		  o the name of the assigned staff member.
			equipment simultaneously.
			• Limiting the number of pupils who use the toilet facilities at one time.
			• Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times.
			• The same staff are assigned to each bubble and, as far as possible, these stay the same.
			• Staff that move between rooms, to keep their distance from pupils and other staff.
			
			Distancing
			• Staff to keep 2 metres from other adults as much as possible.
			• Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.
			• The occupancy of staff rooms and offices limited.
			• Use of staff rooms to be minimised.
				guidance of they display symptoms.
				• Setting is signed up to the priority testing portal
				
				Hand washing
				• Frequent hand washing MUST take place for adults and pupils (following guidance on hand cleaning).
				• Sufficient handwashing facilities are available.
				• Where there is no sink, hand sanitiser provided in classrooms.
				• Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.
				• Children to clean their hands when they arrive at setting, when they return from breaks, when they change rooms and before and after eating.
				• Staff help is available for pupils who have trouble cleaning their hands independently (e.g.
					when providing intimate care.
					.

groups and frequently touched surfaces.

Timetabling
- Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave setting.
- Stagger break times and lunch times to avoid mixing and time for cleaning surfaces between groups.

Policies and procedures
- Update policies to reflect changes brought about by COVID-19, including:
  - Safeguarding/child protection
  - Behaviour
  - Curriculum
  - Induction
  - Special educational needs
  - Visitors to setting

- Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place.
- Directors to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about

lunch boxes, hats, coats etc.
- Bags are allowed.
- Parents informed only one parent to accompany child to school.
- Staggered drop-off and collection times planned and communicated to parents.
- Made clear to parents that they cannot gather at entrance gates or doors.
- Encourage parents to phone setting and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).

Others
- Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers).
- Assurances that caterers comply with the guidance

- Staff in shared spaces (e.g. office) to avoid working facing each other.
- Use a simple 'no touching' approach for young children to understand the need to maintain distance.

Minimising contact
- Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied.
- Taking books and other shared resources home limited, although unnecessary sharing avoided.
- Staff and children to have their own individual and very frequently used equipment, such as pencils and pens.

Educational Visits and journeys
- Risk assessments of visits and journeys to be undertaken by visit leaders.

small children and pupils with complex needs).
- Temperature taken after 30 minutes of arrival for all children and staff.

Respiratory hygiene
- Adults and pupils are encouraged not to touch their mouth, eyes and nose.
- Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- Tissues to be provided.
- Bins for tissues provided and are emptied throughout the day.
- Measures to be taken when playing instruments or singing in small groups to include:
  - physical distancing;
  - playing outside wherever possible;
  - limiting group sizes to no more than 15;

the extra mental health support for pupils and teachers is available.
 	
Response to any infection
• Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.
• Plan how to inform staff members and parents/ carers that they will need to be ready and willing to
  o book a test if they are displaying symptoms;
  o inform the setting immediately of the results of a test;
  o provide details of anyone they have been in close contact with;
  o self-isolate if necessary.
	for food businesses on COVID-19.
	• Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.)
	• Limit visitors by exception (e.g. for priority contractors, emergencies etc.).
	
	Lettings and non-school users
	• Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines.
	• The use of indoor facilities by adults should remain closed until guidance changes, apart from toilets and throughways.
			• Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more are used e.g settings minibus).
			• Use of hand sanitiser upon boarding and/or disembarking
			• Cleaning of vehicles between each journey.
				o positioning pupils back-to-back or side-to-side;
				  o avoiding sharing of instruments;
				  o ensuring good ventilation.
				
				Cleaning
				• Sanitising spray and paper towels to be provided in classrooms for use by members of staff.
				• Thorough cleaning of rooms at the end of the day.
				• Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).
				• Resources that are shared between bubbles to be cleaned frequently and meticulously and always between bubbles.
				• Outdoor equipment appropriately cleaned frequently.
				• Toilets to be cleaned regularly	

				and sanitised after every use.
				• Staff providing close hands-on contact with children i.e. nappy changing need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. Face shields MUST be worn when providing intimate care. **PPE** The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at nursery, and only then if a distance

				of 2 metres cannot be maintained
				• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.
				First Aid
				• Check if qualifications run out. Consider enrolling more staff on training.
				• Employees providing first aid to children will not be expected to maintain 2 metres distance. The following measures will be adopted:
				• washing hands or using hand sanitiser, before and after treating injured person;
				• wear gloves or cover hands when dealing with open wounds;
				• if CPR is required on an adult, attempt compression only CPR and early defibrillation until

					the ambulance arrives; • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. • dispose of all waste safely.	
• https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak • https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace						